

## EMPLOYMENT OPPORTUNITY

**POSITION:** Buyer  
Non-exempt Category 14

Working under general supervision, the Buyer in the Purchasing Department is responsible for purchasing and expediting raw materials and indirect supplies for production and office personnel, involved with supplier selection, development, and supplier performance control, authorizes price changes on the commodities for which approved, and maintains departmental procedures as needed. Some duties include, but are not limited to:

- Responsible for sourcing recommendations and procurement of raw materials for production.
- Sources, purchases, and expedites indirect supplies for production and office personnel.
- Enters purchase orders into the computer and EDI / Supply Chain software, maintains and updates as necessary. Coordinates the addition of new suppliers with Quality Assurance and Accounting, as needed.
- Responsible for providing suppliers with material forecasts and monitoring supplier performance as it relates to cost, quality, and delivery with major focus on Just-in-Time delivery principles in the interests of increasing inventory turns and capital utilization.
- Meets daily with operations personnel to coordinate and fill shortage needs. Reviews MRP Buyer Reports daily and makes necessary changes to support material lead time requirements and customer demand.
- Reviews invoices, investigating discrepancies, prior to acceptance and submittal to accounts payable for payment.
- Reviews the Buyers "Supplier Follow-up Report" daily for On-Time Delivery and expedited delivery follow-up. Responsible to follow-up with suppliers to ensure delivery requirements are met to support customer demand.
- Performs a variety of other duties including documentation necessary for returning goods, arranging credit, daily processing of purchase orders, coordinating supplier corrective actions with Quality as needed, and other project work relative to purchasing department functions. Other duties as assigned.
- Evaluates Change Orders for changes in raw material requirements and notifies suppliers of such changes, inputs revision letter changes/comments in database, and determines impact on delivery and days of supply on hand. Meets with personnel impacting the inventory change as a result of the CO change.

### QUALIFICATIONS:

- Associate's Degree or equivalent in a business related field being most appropriate.
- A minimum of 1- 2 years of experience within a purchasing or sales capacity (buying or selling experience).
- Excellent verbal and written communications skills, negotiation skills, and organizational skills. Candidate has daily contact with other Purchasing personnel, accounting personnel, Operations & Maintenance personnel, Quality, Sales and Engineering personnel regarding purchased material issues / requirements.
- Knowledge of and the ability to utilize Inventory Control & Manufacturing Software Systems such as: MRP (Materials Requirements Planning), purchase control, lean scheduling / planning systems, supply chain, warehouse distribution and control, and Microsoft Office.
- Required to adhere to a strict code of ethics regarding the acceptance of gifts and gratuities from suppliers.
- Experience with BAAN LN preferred

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