

JOB CLASSIFICATION

BUYER

Summary: Performs complex planning and purchasing activities to meet quality, delivery, cost and inventory objectives, using a mainframe MRP system

Duties and Responsibilities:

- Perform diversified duties requiring considerable judgment to analyze requirements and proposals from all sources of supply for agreement with specifications, delivery, and price
- Obtain and analyze supplier quotations; negotiate prices effectively
- Prepare and place purchase orders
- Interview vendors, develop adequate and reliable sources of supply
- Participate in meetings with customers, suppliers, and various departments to identify and resolve issues
- Assist the estimating department in project bidding
- Responsible for data accuracy and quality of own work
- Adhere to Company Policies
- Perform other related duties as appropriately assigned or requested

Information/Directions From:

- MRP System
- Quality Manual
- Standard Operating Procedures
- Departmental Work Instructions
- Manager's Instructions
- Arc-Tronics, Inc. Employee Policy Manual

Job Qualifications Requirements:

Knowledge/Skills/Certifications/Training:

- Intermediate math skills: ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent
- Basic computer skills; MS Office (Word, Excel, Outlook); Accurate data entry
- Must possess solid analytical skills in forecasting and anticipating production needs and capabilities
- Demonstrate organizational skills, with the ability to handle and prioritize multiple projects simultaneously in a timely manner in a fast-paced environment.
- Sound verbal and written communication skills; must be able to read, write and understand routine reports, follow verbal and written instructions, and speak effectively
- Excellent interpersonal skills; ability to relate to and work with diverse groups of people
- Strong negotiation skills
- FOD Training
- HazCom (Safety) Training
- ITAR Training
- Sexual Harassment Training
- ESD Training

Education/Experience Required:

- High school diploma or general education degree (GED) and 2 years of experience purchasing in a manufacturing environment; or equivalent combination of education and experience such as a broad manufacturing background of 3 to 5 years experience
- Strong knowledge of MRP systems and inventory management practices