

## **Buyers/Material Planner/Material Expeditor**

### **Overview:**

A strong growing Electronics Manufacturing Services company is seeking Sr. Buyer with the ability to make decisions independently, be detail-oriented, organized, handle and prioritize multiple tasks. Strong in problem solving, price negotiation and having great customer service attitude.

### **Qualifications:**

#### **REQUIRED (must meet before consideration):**

1. Associate Degree
2. Minimal of 2 years but no more than 5 years experience in ELECTRONIC COMPONENTS (ex. passives, hardware, actives, and pcbs) purchasing and MUST have worked for a CM or Distributor.
3. Proficiency with Excel required (e.g. typing, sorting, filtering, and linking)
4. Fluently in using MRP system and Excel to perform purchasing functions, schedule supplier deliveries, and monitor supplier performance.
5. Work overtime and during holidays to meet deadlines
6. Strong negotiations/communications skills

#### **Preferred (short-list determinant):**

1. CPM and/or APICS certification a plus
2. Excellent time management and multi-tasking abilities
3. Ability to work in a fast-paced team environment as both member and mentor to junior staff

### **Responsibilities:**

1. Selecting, evaluating and qualifying suppliers to ensure ISO-9001 and ISO-13485 compliance
2. Quote, buy and expedite specified commodities from outside suppliers
3. Manage all material deliveries to ensure on time delivery
4. Proactively identify and support production work order requirements to minimize production delay due to materials shortage and reduce costs
5. Identify and implement cost reduction opportunities to improve customer satisfaction and meet company objectives
6. Evaluate and prepare supplier performance reports on the delivery, cost, and quality of products and services
7. All other duties deemed necessary by supervisor.