



## Job Posting Buyer

**Department:** Procurement  
**Job Title:** Buyer  
**Reports to:** Procurement Manager  
**FLSA Status:** Exempt  
**Location:** Monongahela, PA

### COMPANY PROFILE

DMI Companies, founded in 1978, is a leading manufacturer of HVAC accessories supplying the commercial, industrial and residential HVAC markets through a vast network of domestic and international distributors. DMI has national standing as an industry leading innovator that possesses integrity and leadership skills which are testaments to the quality manufacturing and operating procedures engaged by DMI Companies. DMI is building a better world for ourselves and our children by providing a sustainable environment through our products, operations and personal conduct.

### OVERVIEW

The Buyer works directly with the Operational Management Team within the confines of procedures and protocol of the procurement department to ensure all sourcing needs are met. This position will report directly to the Procurement Manager.

### ESSENTIAL FUNCTIONS

- Responsible for acquiring MRO materials, supplies, and services.
- Lead the recruitment, evaluation, and selection of suppliers and service providers through strategic sourcing, identification of capabilities, the creation of technical RFQ documents, proposal review, and risk analysis.
- Monitoring and maintaining acceptable inventory levels.
- Conduct annual price reviews with vendors.
- Follow up on orders; resolve quality and delivery issues.
- Coordinate purchasing activities with other departments.
- Seek and achieve cost saving opportunities with new and existing suppliers.
- Initiates purchase orders and amendments for parts and/or services; arranges for submission and inspection of sample products as required; close coordination with vendor and project staff to assure timely delivery of product and services activities.
- Analyzes and secures quotations; negotiates prices and terms with suppliers; and recommends suppliers with respect to cost, quality, and delivery competitiveness for assigned responsibilities.
- Coordinates as appropriate, quality matters and engineering changes/developments between company activities and suppliers.
- Conduct supplier evaluations.

- Visits suppliers' facilities to qualify them as new sources if applicable and assists in the resolution of production, design, quality, and/or delivery problems.

## **EXPERIENCE & COMPETENCIES**

- 2-5 years of experience buying direct and indirect materials for a manufacturing facility
- Experience with Lean concepts with regard to inventory reduction, JIT, etc.
- Demonstrated ability to drive positive outcomes with creative solutions to sourcing and supplier development.

## **SKILLS & EDUCATION**

- BS Degree in Business, Business Management, Accounting or Finance
- Highly motivated with a proven record of cost reductions
- Strong leadership qualities
- Must possess advanced communication and negotiation skills
- Excellent computer abilities required including full Microsoft suite and ERP systems
- Strong attention to detail and analysis capabilities

**How to Apply:** email resume and salary requirements to [careers@dmicompanies.com](mailto:careers@dmicompanies.com)