



210 5<sup>th</sup> Street  
Charleroi, PA 15022

## **Job Description**

### **Buyer**

#### **BASIC PURPOSE:**

The Buyer works directly with the Operational Management Team in order to source the needs of four facilities. This position will report directly to the Procurement Manager.

#### **PRINCIPAL FUNCTIONS/DUTIES:**

- 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.
- Performs other related duties as required.

#### **EXPERIENCE:**

- 2-5 years of experience buying direct indirect materials for a manufacturing facility.
- Customer service oriented with a demonstrated ability to build relationships
- 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.
- Highly motivated with a proven record of cost reductions.
- Strong leadership qualities.
- Excellent communication and negotiation skills.
- Excellent computer skills.
- Excellent analytical skills and detail oriented.

**EDUCATION:**

- BS Degree in Business

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Individuals may need to sit or stand as needed; may require walking primarily on a level surface briefly throughout the day, reaching above shoulder heights, below the waist or lifting as required to file documents or store materials throughout the work day. Proper lifting techniques required.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The performance of this position may occasionally require exposure to the manufacturing areas where under certain areas require the use of personal protective equipment such as safety glasses with side shields and mandatory hearing protection.

For the most part ambient room temperatures, lighting and traditional office equipment as found in a typical office environment.

This is an exempt position.