

Purchase Officer Buyer

Responsible for working with a small cross functional team handling a range of purchasing, inventory, and logistics tasks, as well as various other operational support responsibilities.

Job Description:

- Enter purchase requisitions into ERP system
- Complete vendor management; including identification and qualification of new vendors and negotiation of pricing, terms and delivery times
- Generate Purchase Orders and follow-up until receipt of goods
- Work with team to define, establish and maintain procedures for all areas of the operation
- Prepare and generate Packing Lists and other related shipping documentation
- Communicate with transportation carriers to coordinate shipments
- Act as a liaison between Engineering, Purchasing and Operations teams.
- Help to set-up the Inventory and Purchasing modules of the ERP system
- Perform various other administrative and clerical tasks, as required

Essential Skills:

- **Associates Degree.**
- **Two (2) or more year's prior procurement experience in the electronics industry.**
- **Previous experience using MRP, ERP or equivalent.**
- **Exceptional interpersonal skills and ability to work collectively.**
- **Quality oriented with strict attention to detail.**
- **Superior written and verbal communication skills.**
- **Organized and self-motivated team player.**
- **Proficient in Microsoft Office Suite of Tools.**

Non- Essential Skills:

- **Bachelor's Degree preferred.**
- **Ability to read blueprints and schematics would be beneficial.**
- **Prior experience handling international shipments.**



CONFIDENCE DELIVERED

Physical & Mental Demands:

- **Occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl**
- **Frequently lift and/or move up to 30 pounds**
- **Vision abilities required for this position include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus**
- **Ability to fulfill essential job function in a consistent state of alertness and safe manner**
- **Sitting 50%, Standing 45%, Bending 25%**

This job description is not all inclusive and is subject to change at any time.