

**Job Title: Buyer****Position Summary**

The Buyer is responsible for the strategic procurement of raw materials and the management of supplier relationships to ensure the uninterrupted flow of materials required for manufacturing operations. This role focuses on sourcing, negotiating, purchasing, inventory optimization, supplier performance, and continuous improvement of procurement processes. The Buyer works closely with Operations, Production Planning, Engineering, Quality, and Finance to secure the best overall value while supporting production schedules, quality expectations, and cost objectives.

As the organization grows, this position may expand into a broader supply chain role.

Key Responsibilities**Procurement / Buying**

- Source and purchase raw materials and manufacturing supplies to support production requirements.
- Develop and maintain strong relationships with suppliers and vendors.
- Negotiate pricing, payment terms, contracts, lead times, and delivery schedules to achieve the best overall value.
- Issue and manage purchase orders while ensuring timely order confirmations.
- Monitor open purchase orders and proactively communicate potential shortages or delays.
- Evaluate supplier performance related to quality, cost, delivery, and service, implementing corrective actions when necessary.
- Identify and qualify new suppliers to improve competitiveness, mitigate risk, and strengthen supply continuity.
- Maintain approved supplier documentation and support supplier audits when required.

Inventory & Material Management

- Manage raw material inventory levels to support production while minimizing excess inventory.
- Develop, monitor, and maintain appropriate safety stock levels based on demand and supplier lead times.
- Manage vendor-managed inventory (VMI), consignment, blanket orders, or other supplier inventory programs as applicable.
- Analyze inventory trends and recommend improvements to reduce carrying costs and improve inventory accuracy.
- Work closely with Planning and Production to ensure material availability aligns with manufacturing schedules.

Supplier & Contract Management

- Lead supplier contract negotiations and renewals.

- Evaluate supplier agreements to improve pricing, service levels, quality, and overall performance.
- Develop strategic partnerships with key suppliers to improve responsiveness and long-term value.
- Monitor market conditions, material availability, and pricing trends to identify risks and opportunities.
- Support supplier performance reviews and continuous improvement initiatives.

Process Improvement

- Identify opportunities to streamline purchasing processes and improve procurement efficiency.
- Recommend and implement improvements to purchasing systems, workflows, and reporting.
- Support ERP/MRP system accuracy by maintaining supplier, pricing, and purchasing data.
- Participate in cost reduction initiatives through sourcing strategies, standardization, and supplier collaboration.

Cross-Functional Coordination

- Partner closely with Production Planning to ensure material availability supports customer delivery commitments.
- Collaborate with Engineering and Quality during new product launches, engineering changes, and supplier qualification activities.
- Work with Finance to support budgeting, cost analysis, and inventory valuation objectives.
- Support company continuous improvement initiatives across Operations and Supply Chain.

Qualifications

- Bachelor's degree in supply chain management, Business, Industrial Engineering, or related field (preferred) OR equivalent work experience.
- 3+ years in manufacturing procurement, planning, or scheduling roles.
- Strong negotiation, communication, and problem-solving skills.
- Proficient in Microsoft Excel and data analysis tools.
- Understanding of lean manufacturing and inventory management principles.

Key Competencies

Negotiation: Builds strong supplier partnerships while achieving favorable business outcomes.

Analytical Thinking: Uses data to evaluate purchasing decisions, inventory trends, and supplier performance.

Relationship Management: Develops collaborative relationships with suppliers and internal stakeholders.

Problem Solving: Responds proactively to supply disruptions and identifies effective solutions.

Organization & Attention to Detail: Maintains accuracy across purchasing transactions, contracts, and inventory data.

Continuous Improvement: Actively seeks opportunities to improve procurement processes and supply chain performance.