

JOB TITLE – Associate Buyer

Summary: The Buyer coordinates and executes the purchasing transactions. Investigates and develops sources of supplies, prepares bid specifications; issues bid requests and reviews quotations. Interprets purchasing procedures to operations and vendors for material categories

Responsibilities:

- Source, quote, and purchase indirect services and supplies to support fast-moving electronics company
- Excellent communicator and team player. Works well with and supports internal customers.
- Detail oriented. Maintains clean documentation.
- Cost/price analysis skills.
- Knowledgeable with MRP planning and Excel spreadsheets.
- Exercises good procurement practices.
- Identifies and selects vendors to procure highly technical commodities meeting criteria of price, quality, quantity, availability, and delivery dates and places orders.
- Analyzes departmental purchase requisitions for completeness and accuracy of information. Contacts department or initiator to clarify and complete information.
- Interprets and communicates purchasing procedures and policies to departments, vendors and staff.

Qualifications:

- Bachelor's degree in Purchasing or equivalent experience desired
- Minimum Years Experience: 1-3 years working experience in a manufacturing environment as a buyer
- Creative, flexible problem solver able to multi-task on various projects.
- Ability to plan/schedule material to obtain optimum cost efficiency.
- Computer Requirements: Advanced Microsoft Office: Excel, PPT / computer skills required. PC, Windows.
- Knowledge of the materials, products, and the commodity markets for electronics manufacturing.
- Skill in both verbal and written communication.
- Skill in establishing and maintaining effective working relationships.
- Excellent knowledge of ordering via websites.