



## Buyer Job Description

### Position Summary

This position is a key member of the procurement team responsible for analyzing ERP software system data to manage components purchasing. This role ensures optimal inventory levels and turnover rates to support production needs, maintains strong vendor relationships, and implements strategies to improve cost, quality, and delivery. The person in this role will work closely with various departments to forecast demand, execute purchase orders, and contribute to supply chain efficiency and process improvement initiatives.

### Qualification / Experience

- Detailed knowledge of ERP systems and proficiency in purchasing and inventory management
- Strong negotiation, communication, and vendor management skills
- Ability to work cross-functionally and manage projects
- Experience in supply chain, operations, or a related field

### Key Responsibilities

- Analyze ERP system data to support production with the right materials at the right cost, quality, and time, adhering to inventory management goals.
- Regularly review exception reports to adjust purchase orders based on changes in customer demand and production schedules.
- Maintain and foster positive relationships with vendors through excellent communication, negotiate material returns or replacements, and manage vendor performance to ensure adherence to quality and delivery standards.
- Implement reorder point purchasing strategies and maintain procurement records, including purchase orders and vendor communications.
- Propose and evaluate alternate suppliers to optimize cost, quality, delivery, and ensure supply chain resilience.
- Coordinate with the General Manager and other departments on pricing, delivery issues, and supply chain strategies. Assist in various projects and perform additional duties as assigned.
- Develop and execute a demand plan to support target inventory levels, minimizing manufacturing delays and unnecessary expedited shipping.
- Collaborate with Sales, Customer Assurance, and Supply Chain/Operations Team to maintain service levels and improve supply chain performance.
- Initiate and manage purchase orders, including multi-process orders, and ensure effective delivery coordination of materials.
- Lead inventory cycle counting, investigate variances, and reconcile inventory records.
- Report on inventory performance metrics and identify process improvement opportunities to enhance supply chain efficiency.