



Position Title:	Buyer
Location:	East West Raleigh
Department:	Buyer
Reports To:	Plant Manager
Work Hours:	7:00 am – 3:45 pm

Purpose of Buyer

Analyze current buying systems and create the best methods for day-to-day purchasing operations. Buyer will be responsible for overseeing the purchasing department, establishing buyer goals based on corporate inventory needs and sales projections for the coming year and setting objectives for each member of the purchasing team. Use negotiating skills and previous experience in the manufacturing industry to maintain property inventory levels and meet delivery schedules. Develop policies and objectives related to the procurement of goods and services to achieve East West's service, inventory, quality and cost goals.

Key duties/Responsibilities of Buyer

This position description/summary reflects management's assignment of essential functions; it does not prescribe or restrict any other tasks that may be assigned.

- Develop and maintain vendor/supplier relationships including negotiating of terms.
- Using PCMRP system generate Purchase Orders and balance cost of goods and inventory levels to meet quotation parameters.
- Liaison with counterparts in Document Control, Engineering and Manufacturing to ensure alignment of activities and objectives.
- Collect and analyze supplier data.
- Establish and communicate supplier expectations.
- Solicit competitive proposals from vendors as needed.
- Communicate delivery timelines, quality and order changes and other purchase-related issues to vendors.
- Measure vendor performance on a quarterly basis.
- Manage inventory decisions that balance cost of good and inventory



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- Collaborate with Team Departments to ensure accurate forecasting.
- Develop relationships with other departments to reduce cost of goods.
- Mentor, guide and coach direct report.
- Complete weekly/monthly reporting as requested by Plant Manager.
- Quickly resolve and/or escalate issues related to cost, quality, delivery or service when the product delivery goals may be in jeopardy.
- Identify and source new suppliers.

Buyer Job Requirements

- Bachelor's Degree or equivalent experience.
- 5 years' experience as Buyer.
- 3 + years' experience in negotiation of contracts, terms and conditions.
- Computer/software qualifications
 - Proficiency in Microsoft Excel, Word and Power Point
 - Ability to become proficient in PCMRP

Core Competencies

- Knowledge of purchasing best practices
- Strong attention to detail, organize and prioritize, and on-time completion.
- Ability to communicate and interact effectively with manager, co-workers, customers, and vendors.
- Strong attention to detail.
- Skill in identifying complex problems, review related information to develop and evaluate options and solutions.
- Critical thinking and problem-solving skills.

WORK ENVIRONMENT

Work environment involves low risks or discomforts which do not require special safety precautions. Protective clothing (ESD Smocks) or gear such as safety glasses may be required.

Physical Demands

Work requires some physical strain such as long periods of standing and walking in production facility and lifting of moderately heavy items such as test equipment, kits and product cases. Other physical demands include crouching, bending over and reaching.