

Job Title	Buyer	Date	9/6/2024
Department	Operations	Manages Employees	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Reports To	Corporate Office - Minneapolis	FLSA Status (to be completed by HR)	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
Revision	A		

Summary (Main Purpose)

This position is responsible for coordinating the purchase of goods and services with (assigned commodities / suppliers). The key functions of the job are to process purchase orders accurately and in a timely manner, to ensure purchase transactions are executed according to policy and work directly with suppliers and internal business resources.

Job Duties and Responsibilities (Essential Functions)

- Manage purchase orders necessary to meet production schedules considering inventory parameters and lead times. Review Order acknowledgements from suppliers and update ERP System accordingly.
- Reviews purchase requisitions for completeness, accuracy of information, and approved in accordance with written policies and procedures. Ensures requisitions, purchase orders, changes, and returns are input to system and documented in a timely manner.
- Ensure efficiency of process for all outside service suppliers including lead times, freight, and all associated documentation and traceability.
- Manages and maintains the ERP parameters to meet inventory strategies, analyze inventory levels based on product demands and supplier lead times. Forecast demands on a regular basis to our suppliers to ensure product is available as needed.
- Monitor shipments to ensure that goods come in on time, and in the event of problems trace shipments.
- Communicate any delays in material receipts and or planned production. Set plans in place to resolve delays.
- Works with suppliers to address discrepancies with quantity, quality and on-time delivery.
- Participate in the disposition of non-conforming material to assure proper inventory management.
- Participate and be involved in the implementation of new supplier selection, supplier transitions, supplier performance measures, supplier relationship improvements and supply chain projects.
- Maintain the vendor master file in the business system to ensure all vendors are setup accurately.
- Complete assigned Key Performance indicators such as: cost containment, supplier reduction, supplier on time delivery, inventory dollars and turns, supplier material stocking, and supplier lead-time reductions.
- Conduct analysis of ERP buy action, reschedule, late PT and other related reports and data to determine and create Purchase Orders for assured supply on assigned suppliers and commodities.

Required Skills and Experience (Minimum requirements in terms of educational background, work experience, licenses/certifications or other knowledge, skills, and abilities).

- Bachelor's degree in business or related field
- 1 to 2 years' experience in sourcing, procurement, or purchasing
- Proficient knowledge of Microsoft Office, Outlook, and Internet, with a high proficiency in Microsoft Excel
- Knowledge of ERP systems, Epicor a plus.
- Strong analytical skills; detail-driven individual with emphasis on accuracy with the ability to see the broader picture

- Strong written and verbal communication skills
- Professional business acumen and negotiation skills
- Self-directed; ability to work independently
- Customer service oriented
- Strong organizational skills: ability to manage multiple priorities and make effective decisions

Additional Skills and Experience *(Preferred or helpful)*

- Metal/mechanical manufacturing experience
- Experience with Epicor
- Advanced Excel skill
- Certified Purchasing Professional (CPP)

This description covers the primary purpose and principal duties of the job. It is not designed to be a complete list of all the duties and responsibilities required of this position. Duties, responsibilities and activities may change at any time with or without notice.

Job Demands and Conditions Analysis: Buyer

Working Conditions

The essential functions of this job involve the following working conditions.

(Place an "x" in the appropriate box.)

- C = Continuously** 75%-100% of time
F = Frequently 50%-74% of time
O = Occasionally 10%-49% of time
R = Rarely 1%-9% of time
N = Never 0% of time

	C	F	O	R	N		C	F	O	R	N
Environmental						Physical Factors					
Works alone			X			Sitting	X				
Works with others			X			Standing				X	
Customer contact				X		Walking				X	
Shift Work					X	Bending/stooping				X	
Extended Day			X			Squatting/Kneeling				X	
Keeping work pace/deadlines		X				Crouching/Crawling				X	
Performing repetitive tasks		X				Twisting at waist				X	
Noise (decibels) 91				X		Reaching above shoulders				X	
Vibration				X		Reaching below knees				X	
Abrupt temperature changes				X		Lift/carry up to 40 lbs.				X	
Heat (above 85 F)					X	Push/pull to 100 (force)					X
Cold (below 65 F)					X	Climbing ladders					X
Wetness					X	Climbing stairs			X		
Dampness					X	Sweeping/mopping					X
Dryness					X	Operating foot controls					X
Odors & dusts					X	Manual Tasks					
Work with solvents					X	Grasping with one hand				X	
Work acids, bases					X	Grasping with both hands				X	
Work with oils					X	Manipulating with one hand				X	
Work with toxins					X	Manipulating with two hands				X	
Poor ventilation					X	Handwritten communication		X			
Fumes					X	Using keyboard	X				
Mechanical hazards					X	Using hand tools				X	
Electrical hazards					X	Twisting/wringing				X	
Sensory Tasks						Scrubbing/washing/					X
Seeing close (reading)		X				Scraping					X
Seeing far (observation)				X		Equipment Operation					
Peripheral vision				X		Driving car / light truck					X
Seeing colors		X				Driving heavy truck / van					X
Verbal communication	X					Operating forklifts, stackers					X
Hearing speech	X					Operating hoist equipment					X
Hearing mechanical sounds					X	Operating shop machinery					X
Sensing odors					X	Operating power tools					X
Sensing by touch					X	Operating torch			X		X