POSITION DESCRIPTION

Title of Position: Buyer/Spare Parts Sales

Reporting to: Materials Manager

EEO Classification:
Exempt: X Non – Exempt:

Date: 1/5/2015

Revised:

Salary Grade:

Nature & Scope:

This position is responsible for the procurement of bill of materials items, raw materials, sub-contracted services and supplies. The Buyer negotiates and purchases finished goods for multiple product groups and high-impact products. Concurrently this position is responsible for spare parts sales, processing customer related parts requests and handles documentation logistics necessary to support the Materials and Spare Parts Department.

Specific Job Responsibilities & Duties:

1. Evaluates supplier quotes and services to determine most desirable suppliers. Awards contracts and monitors adherence. Manages ongoing communications with suppliers.
2. Responsible to obtain purchased parts, raw materials, sub-contracted services consistent with the consideration of quality, cost and delivery requirements.
3. Responsible for the on-time delivery of designated parts with the goal of decreased lead-times.
4. Identifies, interviews, recommends, and qualifies vendors using continuous improvement methods in a partnership environment.
5. Continuous re-evaluation of commonly purchased parts in the spirit of standardization.
6. Responsible to insure supply of parts to assembly per production schedule and within budget.
7. Identifies, isolates, evaluates and eliminates non-value added costs.
8. Assist customers with the identification of part numbers for material requirements by utilizing Illustrated Parts Catalog, drawings, interchangeability data, and other information required to expedite material requirements.
9. Processes/enters customer quotations and converts them into sales orders.
10. Expedites part orders through the system (receiving, purchasing, inspection, and inventory) to insure on time delivery to customers.
11. Works directly with engineering to identify parts that are difficult to find or are not on the bills of materials.
12. Discuss use and features of various parts, based on knowledge of machines or equipment.
13. Prepare shipping and sales documents for all material orders and ensure all orders are processed by the stockroom. Coordinate with shipping department to expedite shipment per customers’ requirements, and furnish customer with shipping data.
14. Maintain complete and accurate records/files of all business transactions.
15. Other duties as assigned.

**Qualifications:**
- Bachelor’s degree in Business Administration or other pertinent degree.
- Minimum of 3-5 years’ experience in purchasing and customer service.
- Must have strong computer knowledge in Microsoft Office and ability to adapt to internal ERP system.
- Strong mathematical skills.
- Must be analytically natured and detail oriented.
- Above average written and oral communication skills with strong negotiation skills.
- Ability to communicate effectively with suppliers and customers. Ability to offer professional and expeditious assistance in high-pressure emergency situations.
- Requires strong organizational skills and the ability to multi-task.
- Physical and medical standards for this position must be met by the incumbent passing a physical examination by a company approved physician.

**Dominant Physical Requirements & Essential Job Functions:**
- This position requires the incumbent to be mobile to attend various meetings, assist customers and meet with individuals on the production floor.
- The incumbent must be able to effectively communicate with employees at all levels within the organization, as well as customers and vendors.
- Regular and predictable attendance is an essential job function.
- Must be willing and able to travel to customer sites as necessary.