

Department: Purchasing
Job Title: Buyer
Wage Classification: Salary
Revised Date: 1-12-2024

JOB SUMMARY

This role has responsibilities to maintain department key measures (quality/delivery), identify procurement processes to be improved or made more efficient, research/set up new suppliers and evaluate supplier by pricing, quality, availability, and other criteria.

QUALIFICATIONS

- High School Diploma or equivalent
- 2-4 years purchasing experience in a manufacturing environment
- 2-4 years ERP experience
- Negative drug screen
- Proven commercial and / or fulfillment experience with a range of suppliers
- Exhibits strong interpersonal, customer service and professional skills
- Detailed orientated
- Strong computer skills, using various Microsoft applications

ROLES AND RESPONSIBILITIES

Following are some of the roles and responsibilities; however, other duties and activities may be required in performance of this job:

- Develops and maintains relationships with suppliers, including selection and sourcing strategy, proactive supplier on time delivery monitoring and management.
- Uses judgment and has the ability propose different solutions outside of set parameters to address day-to-day issues.
- Send, confirm pricing and delivery date on purchase orders with Suppliers. Follow up on delays.
- Maintain part, supply, and item pricing in ERP system.
- Ability to identify shortages that can disrupt production in advance, pass on these shortages of materials and supplies to the production supervisors and planning department so that action can be taken as soon as possible to correct the situation.
- Manages MRP Order Suggestions. Part by part item suggestions in ERP to drive order actions in support of planning activities and inventory level strategies.
- Communicate with internal team about changes and product availability.
- Supports Engineering Change, Launch and new product introduction initiatives.
- Able to operate with a high level of autonomy as part of an empowered teaming culture.

- Leads, Develops, and modifies procedures, work instructions driving end results meeting standards of acceptability (quality, volume, timeliness etc.).
- Has ability to prioritize information for data analysis. Uses technical experience and analytical thinking. Uses internal and external sources outside of own team to arrive at proposals and decisions.
- Initiates Supplier RFQ's and reviews proposals; negotiate pricing, terms and conditions and delivery schedules. Supports and coordinates supplier quality and return process.
- Monitor supplier performance and take corrective action as necessary.
- Place and follow-up on PO's. Manage relationships with suppliers for PO execution. Manage problems and schedule changes.
- Manage and maintain accurate ERP data
 - Utilizes in-depth knowledge of a discipline and analytical thinking to execute policy / strategy. Basic knowledge of related job disciplines.
 - Order Policy / part strategy and management around sourcing and stocking strategies.
 - ERP ordering processes and related MRP functionality and action messages.

WORK ENVIRONMENT / PHYSICAL REQUIREMENTS

- While performing duties of this job, the employee will regularly sit, stand, walk and occasionally will be required to lift or move objects of 25 pounds or less with or without assistance and no restrictions.
- Vision, with or without correction, must be adequate to perform the required job functions.
- Prolonged periods of working on a computer.

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