

# Senior Buyer

## Job Summary

This position sources products, negotiate prices and confirms delivery schedules based on purchasing requirements. In addition, this role is responsible for creating purchase orders and project management. Responsible for the supplier relationships and the material cost of the cost of goods sold (COGS). This position also requires solid business acumen, along with good people skills (Soft Skills).

## Primary responsibilities

- Maintain data accuracy, including lead-time, pricing, current supplier information, current purchasing order data, etc.
- Create purchase orders for raw materials, supplier parts, and manufacturing supplies, and other requested materials.
- Initial stages of strategic planning for SCM linking to the enterprise.
- Confirm proper order execution, provide data entry, and reporting of materials and products.
- Review parts lists and convert them to purchase orders with committed delivery dates.
- Timely review order confirmations from supplier, update pricing corrections in ERP (Odoo) system.
- Follow up on backorders and communicate with suppliers on past-due orders.
- Communicate with internal customers of the status of their orders and expected delivery dates.
- Work with team and suppliers to resolve issues related to purchased materials, including product/material/service quality, invoicing, and returning.
- Collecting and compiling team KPIs as assigned (MRP).
- Maintain and update Odoo System (ERP) information as needed.
- Assisting the supply chain with maintaining inventory levels and materials regularly.
- Other duties as assigned.

## Role Qualifications

Business or Technical Bachelor's Degree preferred.

SCM/APICS Certifications are preferred.

A minimum of 2+ years of purchasing or buying experience in a manufacturing environment.

Ability to work in a collaborative, team-oriented environment.

Demonstrated ability to meet deadlines, multi-task, and provide exceptional customer service.

Strong communication, organization, negotiation, and time management skills

Proficient with MS Office and working knowledge of ERP systems.

Good attitude and strong work ethic.