



Posted: 03/22/2019
Job Title: Buyer
Reports to: Purchasing Manager
Department: Purchasing
Status: Regular Full Time; Non-Exempt
Hours: 8:00 AM – 4:30 PM

Summary:

This position is responsible for ensuring materials are delivered on time, to specification, and within price expectations.

Key Job Responsibilities:

- Serve as the primary contact between Taylor Devices and assigned suppliers
- Process requisitions, negotiate pricing, get approvals, and place purchase orders in a timely and accurate manner
- Place orders with approved suppliers who have acceptable Vendor Performance Rating
- Perform necessary due diligence in the sourcing & supplier selection process
- Execute regular planning, follow-up, and expediting to ensure delivery dates are met
- Process price & quantity discrepancies, revisions, amendments to PO', resolve invoice issues
- Maintain proper Syteline transactions and supplier data
- Support and assist other Buyers as needed during heavy order periods
- Send out RFQ's that achieve the best product value and delivery options to meet the needs of each individual project
- Administer Safety-Kleen waste handling
- Administer purchasing deliverables for calibration/procurement of gauging and instruments
- Manage SDS database for all products, update as needed
- Administer and manage company supplied uniform program
- Environmental responsibility reporting
- Purchase of hardware, consumable tooling, abrasives, work holding products, packaging materials/supplies, maintenance supplies, small assembly supplies, office furniture and supplier
- Cross-train with all purchasing department positions as required

Skills & Experience:

3-5 years purchasing experience preferred

Proficient in Word, Excel, Syteline

Strong organizational skills

How to Apply:

Submit a resume to Sue Ewing, Human Resources Manager, susanewing@taylordevices.com

Taylor Devices is an Equal Employment Opportunity Employer. All qualified applicants will receive consideration for employment without regard to veteran status, uniform service member status, race, color, religion, sex, national origin, age, physical or mental disability, genetic information or any other protected class under federal, state, or local law