

Position Description: Purchaser/Buyer

Location: Chattanooga, TN

The Purchaser/Buyer is responsible for the purchasing of raw materials, equipment and/or services to support the manufacturing organization. This position will actively manage the supplier base, identify and resolve resource constraints, and will take appropriate actions in order to achieve established schedule and customer commitments.

RESPONSIBILITIES & DUTIES:

- Negotiates, processes and monitors standard and blanket purchase orders to achieve negotiated savings requirements, minimize unfavorable purchase price variance (PPV), assure on-time delivery, and achieve effective inventory management.
- Communicates daily, weekly and forecasted requirements with suppliers. Obtains supplier delivery commitments and reconciles open order requirements. Expedites delinquent orders and notifies the appropriate department of any delays.
- Maintains the Supplier and Item Master record in the ERP system (pricing, lead-times and MOQ).
- Interfaces with other departments such as Production, Planning, Customer Service, Sales, Product Management, Accounting, and Quality in an effort to meet the customer requested dates identified by the product schedule.
- Proactively manages finished goods and raw material inventory levels for assigned areas at or below given target.
- Conducts all purchasing activities in compliance with company policy and objectives and meets company requirements for cost, quality, inventory objectives, and reliability.
- Participates in continuous improvement and cost reduction projects for the assigned areas of responsibility including negotiating with suppliers to reduce overall purchase/inventory/shipping costs including but not limited to purchase price, delivery schedules, optimized transportation schedules, minimum/multiple order quantities, etc.
- Proficient working in an MRP environment; proficient in Microsoft Office.
- Supports all corporate purchasing initiatives.
- Other duties as assigned.

EDUCATION/EXPERIENCE:

- Bachelor's Degree in Business or related field preferred
- Minimum of 3 years purchasing experience
- Requires ability to understand and adhere to all laws pertaining to procurement, contracts, breach by contract, etc.
- Working knowledge of Purchasing methods, strategies, and concepts
- Strong negotiating and critical thinking skills
- Analytical skills, make vs buy, PPV project experience

CORE COMPETENCIES:

- Strong attention to detail.
- Good time management skills.
- Ability to understand specifications and to read and interpret contract documents.
- Strong aptitude for mathematics.
- Ability to multi-task on several projects.
- Outstanding verbal and written communication skills.
- Effectively communicates with customers, subcontractors, vendors, and manufacturing personnel.
- Drive to learn and grow professionally.
- Personal commitment to team environment, safety, customer satisfaction, and quality control.
- Ability to ensure a safe work environment.
- PC literate, skilled in the use of Microsoft Office suite.

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BENEFITS:

- Medical, Dental, and Vision
- Company-paid Short-Term Disability and Life Insurance
- Voluntary Life and Long-Term Disability
- Paid Time Off
- 10 Paid Holidays
- 401K with Employer Match

EQUAL OPPORTUNITY EMPLOYER:

The Micronics Engineered Filtration Group is an Equal Opportunity Employer and does not discriminate on the basis of Race, Religion, Color, Age, Gender, Marital Status, Sexual Orientation, National Origin, Physical or Mental Disability, Vietnam Era or Disabled Veteran Status, or any other categories protected by law.

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