

Indmar Products, Inc.

JOB DESCRIPTION

Job Title: Buyer

Location: Millington

Reports to: Materials Manager

Position Summary:

The Buyer is responsible for negotiating and purchasing parts and materials need for the manufacturing of marine engines. This position issues purchase orders and maintains accurate inventory levels based on production forecast and communicates regularly with vendors regarding pricing and delivery of items.

DUTIES AND RESPONSIBILITIES

- Responsible for purchasing and negotiating materials, equipment and supplies from vendors.
- Evaluates vendor quotes and services to determine most desirable suppliers
- Issues purchase orders for all equipment, materials and supplies for the company.
- Communicates with vendors in regards to delivery and pricing of product.
- Maintains a balanced inventory level with little or no shortages.
- Assists in maintaining contact with vendors, keeping informed of new products, market conditions and current prices; evaluating vendor performance.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS:

- Use of computer and related software, including, but not limited to Word and Excel and other various office machines.
- Communicate clearly and concisely, both orally and in writing
- Has some working knowledge of commonly used concepts, practices and procedures in a manufacturing/assembly environment
- Working knowledge of MRP and EPR; Experience with Infor software is a plus.
- Must be motivated and use good judgment in all situations.

EDUCATION AND WORK EXPERIENCE

1. High School graduate or GED.
2. Minimum 2 years' experience as a buyer preferably with manufacturing experience.

PHYSICAL REQUIREMENTS

Sitting for long periods of time - mobility within an office and warehouse environment

ENVIRONMENTAL CONDITIONS: Office environment with some exposure to some noise when in the warehouse