

Project Buyer (Service)

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AWL Automation is a leader in advanced automated machinery, delivering innovative and precision-driven solutions to customers across a wide range of industries. As our service business continues to expand in the United States, we are seeking a detail-oriented and proactive Project Buyer (Service) to support purchasing, material planning, and supplier coordination across multiple business units.

What Will Be Your Role?

As a Project Buyer (Service), you will play a critical role in supporting service operations by ensuring timely sourcing, quoting, and delivery of materials and spare parts. You will act as a key link between suppliers, internal teams, and customers—helping maintain material availability and minimizing supply chain risks.

Working in a matrix organization, you will report directly to the Service Supervisor while also supporting the Supply Chain Manager functionally. You will collaborate across departments to manage purchasing activities, monitor inventory, and support ongoing service demands.

This role is ideal for a hands-on supply chain professional who thrives in a fast-paced environment, enjoys problem-solving, and is driven to ensure operational continuity.

What Do We Expect From You?

Core Responsibilities

- Manage quoting and ordering of materials for service and spare parts across all business units
- Prepare and process purchase orders, requisitions, and related documentation
- Communicate with suppliers and customers to ensure timely delivery and issue resolution
- Evaluate vendor bids, negotiate pricing, and maintain favorable terms
- Monitor material availability and proactively address supply risks
- Expedite materials and implement countermeasures for delays
- Track purchase orders and follow up on deliveries
- Maintain supplier databases, pricing records, and purchasing documentation
- Support accounting with invoice discrepancies and resolution
- Manage inventory levels in alignment with changing service demand
- Monitor work-in-progress (WIP) and internal supply chain flow
- Identify, track, and report material issues to stakeholders
- Coordinate disposal or reallocation of surplus materials
- Support broader supply chain activities during downtime or peak demand

Knowledge & Skills

- Associate degree required; Bachelor's degree preferred (Supply Chain, Business, or related field)
- 2–5+ years of experience in purchasing, procurement, or supply chain roles
- Experience with ERP systems (Infor LN preferred)
- Strong proficiency in Microsoft Excel and Office tools
- Excellent communication and negotiation skills
- Strong analytical and problem-solving abilities
- Ability to manage multiple priorities and deadlines effectively
- Understanding of automation materials and manufacturing environments
- Ability to read and interpret mechanical drawings
- Familiarity with fabrication, machining, sheet metal, and electrical components

Travel Requirement

- Limited travel required

What Can You Expect From Us?

At AWL Automation, we value collaboration, accountability, and continuous improvement. As a Project Buyer, you will have the opportunity to work on dynamic service operations while contributing to supply chain efficiency and customer satisfaction.

We offer:

- Opportunities for growth within supply chain and operations
- Exposure to advanced automation and manufacturing technologies
- A collaborative and supportive team environment
- Competitive compensation and benefits
- A stable, international organization with a growing U.S. footprint

Apply Today!

If you are a proactive and detail-driven supply chain professional looking to make an impact in a growing service environment, we encourage you to apply.