

# Project Buyer

**Objective:**

Project Buyer is responsible for qualifying our suppliers, monitoring, and ensuring our supplier quality and delivery, evaluating bids, negotiating prices and terms for purchased goods and services, tracking purchases, and maintaining a current database of our supplier information according to the company's policies and procedures.

**Reports to:**

Supply Chain and Warehouse Manager

**Primary Duties & Tasks:**

- Collaborates with other departments and leadership to identify and develop needs and requirements for equipment, materials, products, and acceptable substitutions.
- Assesses current material availability; reasonably predicts future availability based on the market, delivery systems, and other variables.
- Prepares and processes purchase orders and requisitions for materials, supplies, and equipment according to companies policies and procedures, maintaining inventory levels as required.
- Evaluates vendors based on price, reliability, capability, and previous transaction history and approves conditions for issuing and awarding bids.
- Develops and maintains relationships with vendors, contractors and suppliers, resolving grievances and negotiating contracts.
- Ensures that purchasing documents are complete and accurate and include appropriate and reasonable terms and conditions.
- Support accounting if invoices won't match with purchase orders and approve same to accounts payable after carefully inspecting the quantities and pricing.
- Maintains and/or implements purchasing, pricing histories and vendor recordkeeping systems.
- Coordinates removal or disposal of surplus materials.
- Attends trade shows, product exhibitions, and conferences to maintain understanding of new products and trends.
- Assist in inventory counts

**Knowledge & Skills Required:**

- 2+ years relevant experience in procurement/supply chain/purchasing role
- Proficient with Microsoft Office Suite or related software
- Excellent verbal and written communication skills, with proven negotiation skills.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Thorough understanding of materials and supplies used in the automation business
- Ability to read Mechanical drawings
- Familiar with fabrication, machining and sheet metal processes

**Language Skills:**

English

**Education:**

2 year degree or equivalent experience

Bachelor's degree preferred

**Managing Others:**

None

**Travel:**

Limited

**Classification:**

Full time

**FLSA Status:**

Exempt

This position description is intended to describe the general nature and level of work being performed by the employee in this position. It is not intended to be an exhaustive list of all responsibilities, duties, and skills required for this position; other duties outside of normal responsibilities may be performed as necessary to meet the needs of the organization. Nothing in this position description restricts management's right to assign or reassign duties and responsibilities to this position at any time.