

Job Description Buyer II

Type of Job – Full Time – Exempt
Location – Swanzy, New Hampshire

Job Summary

This position reports to the Supply Chain Manager of Nanotechnology Systems located in Swanzy, NH. The Buyer is principally responsible for the coordination and purchase of fabricated materials, components, equipment, and outside services. Basic duties include determining appropriate source of supply, obtaining quotations, examining bids and the generation, execution and follow-up of purchase orders.

Procurement responsibilities include authority to execute purchase orders up to \$10,000.00, negotiation of optimal/preferential pricing and management of assigned sub-contracts. Additional responsibilities include expediting deliveries, maintaining inventory at planned levels, as well as compilation and interpretation of statistical data used to evaluate supplier performance. Duties include typing, verbal and written communication, filing, copying, faxing and spreadsheet creation/maintenance. The Buyer must also establish and maintain a positive and professional working relationship with all key suppliers and departments within the company.

Core Responsibilities / Duties

- Experience with ERP/MRP System (Visual or similar ERP system is strongly preferred).
- Ability to interpret and understand complex assembly and manufacturing fabrication drawings to enable identification of appropriate suppliers for sourcing of materials and negotiation of most favorable pricing and contract terms.
- Must possess the ability to evaluate Engineering/Design documentation and make recommendations regarding optimal fabrication technique(s), from a manufacturability perspective.
- Ability to negotiate and maintain supply contracts and fully manage assigned vendor accounts.
- Maintain optimal inventory levels to support Moore Nanotechnology Systems' inventory goals.
- Release and management of purchase orders in accordance with Material Requirements Planning (MRP) reports and make ordering decisions regarding quantity and required dates.
- Maintain priority plan by analyzing MRP exception reports and rescheduling previously released orders to respond to changes in the Master Production Schedule or customer demand.
- Uphold inventory objectives through material ordering, lot size reviews, excess and obsolescence functions while reviewing and maintaining safety stock and forecast goals.
- Assist in implementing and phasing in Engineering Change Notices.
- Must be computer literate with full working knowledge of MS-Office suite of programs (Word, Excel, PowerPoint, etc).
- Assertive, multi-tasking, team player capable of working with minimal supervision in a fast-paced environment with changing priorities.
- Excellent organizational skills, with extreme attention to detail and strong communication skills.
- Perform other related duties as assigned in accordance with overall job responsibilities.

Education and Experience

- Bachelor's degree with minimum of 3 years planning/purchasing experience in a manufacturing environment or an equivalent combination of education and experience.
- Experience with Visual (or similar) ERP/MRP system.
- Computer proficiency in MS Office Suite.
- APICS certification a plus.

Competencies / Abilities

- Strong negotiation skills.
- Good communication skills; both oral and written.
- Time management.
- Organizational skills; attention to detail.
- Team player.

To apply for this position, please send your resume to: careers@nanotechsys.com