



JOB DESCRIPTION

Title: Buyer

Date: November 25, 2025

Classification: Hourly (Non-Exempt)

Reports to: Director of Procurement

Job Summary:

Carries out activities of Procurement Department related to purchasing raw materials, components, equipment, machinery, and supplies in an organized manner. Must be able to work on own with minimal supervision.

Responsibilities:

- Prepares and issues purchase orders
- Reviews purchase orders and contracts to assure compliance within the company policy and obtains management approvals where required
- Maintains procurement records such as items or services purchased, cost, delivery, and inventories
- Maintains accurate pricing and appropriate vendor information in the ERP system
- Approves variances in vendor invoices and acknowledgments
- Follows up on all purchase orders and expedites when necessary
- Follows up on customer furnished materials and expedites accordingly
- Conducts searches for special purchases to find out what is available and from whom
- Negotiates pricing with suppliers
- Walk through the manufacturing facility periodically to personally view and inspect purchased items
- Discusses defective or unacceptable goods or services with quality control, users, vendors, and others to determine source of trouble and take corrective action
- Performs other related duties as required

Skills/Abilities Required:

- Must be able to communicate verbally and in writing
- Strong computer skills including spreadsheets, ERP systems, and email
- Must be capable of following verbal and/or written instructions
- Must have good mathematical skills and logical reasoning
- Ability to handle multiple projects in a fast-paced environment
- Ability to troubleshoot at unexpected and inconvenient times
- Trustworthy with highly confidential information
- Must be accurate with numbers with attention to details
- Associate degree or bachelor's degree preferred or similar related work experience
- Can grasp, stoop, and squat or to perform duties with reasonable accommodation