
Job Title: BUYER –Allentown, PA

Job Summary: Responsible for obtaining materials, components, equipment and services for assigned commodities and Suppliers to support production needs. Other responsibilities include managing inventory levels, supporting material/product level revisions, interacting and coordinating with suppliers, along with supporting other business functions as required.

Job Responsibilities:

- Review purchase requisitions to determine their appropriateness with regard to organizational requirements.
- Participate in “Make-or-buy” decisions by providing Supplier data to the Manager and participating in the decision process.
- Identify potential sources of supply for services, components and equipment.
- Develop/review product specifications, performance terms, and/or acceptance criteria.
- Issue requests for bids/quotations, information, or proposals.
- Evaluate competitive offerings to determine the overall best offer for a product/service. and cost saving requirements.
- Conduct negotiations with potential Suppliers to obtain agreement on pricing, delivery, and other terms.
- Prepare and/or issue purchase orders to suppliers in AS400 system.
- Expedite deliveries and conduct follow-up procedures when necessary.
- Resolve purchase order differences, quality problems and discrepant receipt with Suppliers, through NCR process.
- Apply purchasing practices in compliance with established laws, policies, and ethical principles.
- Maintain Computer Purchasing Database for assigned parts and Supplier.
- Communicate lead-time changes on the critical master schedule path to the Manager and to Planning.
- Determine material requirements and maintain inventory at planned levels.
- Initiate cost-saving measures; buy using blanket orders and foreign suppliers.
- Develop/manage effective relationships with assigned Suppliers.
- Manage /effective relationships with suppliers and internal departments.

Education, Experience and Key Attributes:

- 3-5 years of experience as a buyer in a manufacturing environment.
- Knowledge of supply chain, inventory management, transportation and facility equipment.
- Interface with Supplier Sales personnel and occasionally with higher management.
- Strong sense of urgency, attention to details and sound judgment.
- Excellent organization, communication and follow-up skills.
- Proficient with MS Office and Excel
- Minimal lifting required.
- Open office environment.



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