
JOB DESCRIPTION

Title

Buyer

Status

Exempt, Full Time

Reports To

Operations Manager

Purpose

To perform general logistics duties necessary for the procurement needed for project and operational purposes for Flores Automation and Flores Automation and Machine Control companies.

Duties and Responsibilities

- Procurement
 - Develop purchasing strategies and identify buying trends to keep the business profitable.
 - Coordinate with internal personnel on purchasing requirements for projects, building, and general office supplies.
 - Negotiate policies and contracts with key vendors.
 - Maintain professional relationships with key vendors.
 - Establish alternative sourcing for critical and long lead items.
 - Maintain price comparison strategies to ensure favorable continuity.
 - Track all purchases for scheduling, status, and contract compliancy.
 - Monitor and manage stocking levels as required.
- Parts Revenue
 - Develop and implement effective spare and replacement parts strategies as an additional revenue stream for the company.
 - Create, implement, and maintain part numbering strategy to improve standardization, workflow, and buying power.
- Database Management
 - Continuously develop and maintain effective database software solutions to effectively manage inventory, purchasing, shipping, and related logistics.
 - Continuously develop and maintain continuity of current component pricing and current project estimating tools and BOMs.

Qualifications

- Minimum of three years of proven related experience.
- Formal business training and understanding of business practice and supply chain management.
- Experience developing and implementing effective process and procedures in a growing cross functional environment.
- Minimum of two years of experience developing and utilizing enterprise software.
- Proficient computer skills including Microsoft Office.
- Excellent time management, written and oral skills.

Preferences

- 4-year degree or combination of education and experience.
- Strong mathematical skills.
- Highly organized multitasker.
- Team player.
- Willingness to learn and grow with the company.

Performance Measurements

- Develops and maintains positive and effective vendor relations.
- Consistently improves processes and procedures.
- Demonstrates effective financial strategies to benefit the company.
- Effectively manages inventory.
- Works collaboratively with internal and external customers.

Approved By: _____
Mike Olszewski, Operations Manager

Date

Accepted By: _____
Employee

Date