

Orenco Systems, Inc.

Job Description

Job Title:	Buyer III	Job Code:	BUY3
Salary Grade:	23		
Department:	Purchasing	FLSA Status:	Non-exempt

GENERAL POSITION SUMMARY:

This position is an advanced level buyer with responsibility to act as an agent of Orenco Systems, Inc., in the procurement activities for goods and services on a more complicated technical level consistent with assigned commodities. The individual must have good interpersonal skills to interact with all levels of Management both inside the company and with supplier organizations. This position works closely with Product Development Manufacturing, Engineering, Sales, Finance and Production Planning. The advanced Buyer must be resourceful and protect the company's interest, balancing both short term and long term requirements.

RESPONSIBILITIES:

Essential Functions:

- Inventory Control
 - Plans and carries out activities within the jurisdiction of the position to ensure prompt placement of orders for materials, supplies, equipment, and other related items in the quantities needed.
 - Maintain item maintenance on assigned sku's to ensure dependent departments have accurate and thorough information.
 - Responsible for the return of excess, out of spec, or obsolete materials to suppliers.
 - Prepares, processes, and maintains purchase orders and purchasing files. Analyzes and plans inventory and production requirements using Great Plains software, which generates a purchase advice report and items below reorder level report. These reports are used in conjunction with other historical data to plan daily product needs.
 - Prepares requests for quotations and conducts preliminary negotiations.
 - Responsibility of planning and scheduling deliveries for selected commodities and services including scheduling of deliveries to Orenco Systems or designated locations to support production.
 - Performs computer data maintenance and updating of items for assigned commodities, including vendor information, reorder, and max levels, etc.
 - Supports Engineering, Sales, Production, and managerial internal client requests. Prepares quotes and analyzes and reports data.
 - Performs various purchasing functions including data entry, filing, preparing documentation and letters, preparing reports and preparing cost analysis for materials.
 - Performs and processes ABC cycle counting on identified critical items.
- Material Quality
 - Monitors quality of materials received and ensures suppliers meet required specifications.
- Cost Evaluations
 - Keeps Management informed on cost of goods, pricing trends, knowledge that will result in minimizing cost of purchased items.
 - Prepares and reports on market and product research requests. May participate in new product evaluations and research and development.
 - Supports financial goals in the areas of cost control and profit improvement by locating additional sources for quoting, and competitive pricing on all assigned commodities.

- Resource Responsibility
 - Communicates and reports on status of pending critical purchases to assure Management's awareness of any possible delays that might affect production.
 - Responsible for recommendation input to Management for supplier selection, price and contract negotiations, schedules, shipping and payment terms for assigned commodities.
 - Obtain the lowest possible long term cost through negotiation, competitive bidding, and market and supplier knowledge. Analyze and evaluate quotes from potential suppliers. Aggressively seek and recommend cost saving possibilities based on new sources or new items.
- Supplier Relationships
 - Responsible for close strategic buyer/supplier relationships that enhance the supplier's quality, cost, delivery, product development, and process innovations.
 - Buyers must develop trust and assure commitment through open and honest communication, share product and process developments, achieve joint performance requirements, and positive responses to performance problems with their suppliers.
- Customer Service
 - Supports production by ordering all products needed on requisitions, bin cards, and capital asset requests.
 - Supports Engineering, Production, Sales, and managerial internal client requests.
- Participates in team meetings and processes for purchasing and materials.
- Provides backup for other buyers to cover for vacations and other absences.
- Performs other duties as assigned.

EDUCATION:

High school diploma or equivalent. Preference for college degree or Certified Purchasing Manager (CPM) certification for NAPM. Also will give preference for CPIM (Certified Production and Inventory Manager) certification from APICS (American Production and Inventory Control Society).

KNOWLEDGE/SKILLS/EXPERIENCE:

- At least five years of purchasing experience, or a four year college degree and three years of equivalent experience.
- Knowledge of statistical process control and quality control systems.
- Basic knowledge of manufacturing systems and production control.
- Advanced knowledge of manufacturing systems and processes.
- Basic knowledge of financial reports and systems.
- Competent arithmetic skills.
- Basic office machine skills.
- Proficient in Word and Excel.
- Knowledge of contract law and Uniform Commercial Code.
- Advanced written and verbal communication skills are required.
- Ability to work under stressful conditions.
- Availability to work overtime when required.
- May require occasional travel. Valid driver's license is required.

- Requires thorough attention to detail and high level of accuracy.
- Familiarity with bar coding and scanners as used in a manufacturing environment.
- Good interpersonal skills.
- Provide the company with a well-rounded industry knowledge in the commodity groupings assigned to his/her buying assignment. Individual to have advanced knowledge of each commodity assigned. Thorough knowledge of product manufacture processes and Orenco product knowledge of how components are used.
- Good understanding of the various interfacing systems being used to control inventory.

TOOLS AND EQUIPMENT:

Calculator

Computer

Copier

FAX Machine

Multi-Line Phone with Intercom

WORKING CONDITIONS:

Office environment with occasional work sessions in production areas.

PHYSICAL REQUIREMENTS:

Sitting, writing, keyboarding, speaking, hearing, seeing, reading, walking, climbing stairs, lifting up to 30 lbs.

Last revised: 9/12/2016