

Buyer

Job Summary: Responsible for obtaining materials, components, equipment and services for assigned commodities and Suppliers. Areas of Domain cover procurement requests; solicitation/ evaluation of proposals; Supplier analysis; negotiation process; contract execution, implementation, and administration; in-bound transportation; material requirements planning; and external/internal relationships. **The position is on-site in Allentown, PA.**

Essential Duties and Responsibilities:

- Maintain supplier relationships. Serve as primary escalation point for vendor performance issues.
- Keep management informed of relevant developments.
- Author and execute sourcing strategies for principal assigned commodities.
- Identify and recommend strategic corporate agreements. Negotiate prices, payment terms, delivery terms, and lead times.
- Identify, coordinate, and manage projects designed to save money, reduce risk, and/or improve quality.
- Prepare, distribute, and manage Requests-For-Quote to meet departmental goals.
- Evaluate quotes for appropriateness based on industry knowledge.
- Research and evaluate potential vendors to determine suitability of materials, meet new production requirements and/or to replace poor-performing vendors.
- Participate with the Quality department on vendor site visits for the purposes of auditing and qualification.
- Investigate and resolve improper Purchase Price Variances.
- Support the Engineering department in clarifying and determining requirements for sourcing new products and material for use in pre-production engineering phases of development as assigned.
- Analyze costs using manufacturing databases and generate reports to management regarding impact on cost savings.
- Actively seek out and advise management of ways to continuously improve the quality of the process or methods employed in the day-to-day activities of the function and participate in implementation of approved changes.

Requirements:

- Bachelor's degree in a related field or equivalent experience
- Excellent verbal and written communication skills
- MS Office Suite proficiency
- Strong negotiation skills
- Strong analytical skills
- Custom Plastic fabrication knowledge is a major plus
- SAP experience is a plus
- Occasional travel