



SC0025  
07/09/2018

Job Title: **Buyer**

Shift: 1

Department: Supply Chain

Location: Owatonna

Reports To: Supply Chain Manager

FLSA Status: Non-Exempt

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### Position Purpose

- The buyer is responsible for analyzing and interpreting the daily computer generated materials, source selection and procurement functions directly associated with the company's needs for indirect materials and services, fixed assets and tooling, and select production materials. Planning reports regenerated daily, releasing of shop orders and purchase orders to ensure raw materials, purchased parts, manufactured parts and component parts are available to support the master production plan.

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### Essential Duties & Responsibilities

- Evaluate suppliers based on price, quality, and delivery speed
- Interview vendors and visit suppliers' plants and distribution centers to examine and learn about products, services, and prices
- Attend meetings, trade shows, and conferences to learn about new industry trends and make contacts with suppliers
- Analyze price proposals, financial reports, and other information to determine reasonable prices
- Negotiate contracts on behalf of their organization
- Work out agreements with suppliers, such as when products will be delivered
- Analyzes daily generated reports to maintain internal and external priorities. (Action Notice Report, Negative ATP(Available to Promise) Report, NCR (Nonconformance) Reports, Firm Planner Order Report, and Held Order Requests).
- Maintains part number quote file to ensure correct pricing appears on purchase orders and then verifies the purchases order for completeness and accuracy.
- Communicates with Planner in maintaining routings and Bill of Materials. Generates and reviews ECO's (Engineering Change Order), faxing them and changing all current open orders to match revision changes.

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### Knowledge / Skills / Abilities

- Experience in Supplier Relations preferred.
- Experience in MRP.

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### Qualifications / Prior Experience

- 2-5 years of experience in Purchasing.
- Bachelor' degree, APICS certification preferred.

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### Work Environment / Other Requirements

- The work performed is conducted in a climate-controlled facility with moderate noise levels that are within OSHA limits.
- Must be able to use office equipment (scanner, printer, copier, computer)
- Must be able to talk/hear/sit for prolonged periods of time
- Must be able to lift 25-50lbs occasionally

Qualified Candidates: Please submit resume to  
[anni.yule@amesburytruth.com](mailto:anni.yule@amesburytruth.com)