



**The Junior Buyer** is responsible for the timely procurement of material and/or services at the most favorable price to meet the requirements of the company's manufacturing plan. The incumbent will analyze MRP requirements to generate and manage purchase orders for manufacturing and MRO demands. In addition, the buyer will determine quantities and timing of receipt of materials to ensure continuity of supply in support of executing production schedules. The position will report to the Manager of Purchasing and Planning.

### **ESSENTIAL FUNCTIONS**

1. Coordinate purchasing material activities for manufacturing products and service requirements in a time constrained environment.
2. Place purchase orders. Obtain committed delivery dates. Contact suppliers to ensure timelines are on track.
3. Review ERP reports daily to ensure continuity of supply; provide accurate and timely resolution of material shortages.
4. Monitor and take appropriate action on engineering change notices. Monitor non-conforming material affecting the production schedule.
5. Execute and support cost reduction strategies consistent with overall business objectives.
6. Review unplanned requests for production material to evaluate impact on manufacturing and service.
7. Represent Supply Chain interests in cross-functional meetings.
8. Perform other related duties and ad hoc assignments as needed.

### **Required Skills**

1. Effective verbal and written communication skills
2. Exemplary organizational skills
3. Sound problem-solving skills
4. Self-motivation
5. Keen sense of urgency and accuracy; detail orientation
6. Ability to handle multiple tasks effectively and efficiently with minimal supervision

### **Required Experience**

1. Bachelors degree in business or a related field, or equivalent experience
2. Five years of purchasing experience in a lean manufacturing environment
3. Hands-on experience with MRP processes in a lean manufacturing environment
4. APICS certification preferred

### **Job Location**

Latham, NY, US

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