



BUYER

Bloomington, MN

Job Description:

The purpose of this position is to execute the procurement process for assigned commodities and services. Specifically, the main objective is to communicate with RTEC's supplier base to ensure delivery of top quality materials and services in support of RTEC's production plan, at a competitive price, and with the highest levels of service.

Key Responsibilities:

- Review MRP procurement messages daily to understand material needs driven by the production plan and inventory strategies
- Compare material needs to current and expected inventories and make decisions regarding purchasing volumes
- Create purchase orders and route for approvals as necessary. Then forward to suppliers along with supporting documentation such as drawings, specifications, technical requirements, etc. Follow up with suppliers to obtain confirmation on pricing, delivery, and ensure technical understanding and capability.
- Contact, advise, and assist departments with respect to specifications, substitutions, delivery dates, and supply sources
- Resolves discrepancies between purchase orders and invoices, delivery dates, delays, damages and rejections
- Lead initiatives in cost reduction, quality improvement and cycle time reduction
- Utilize problem solving tools to improve procedures and communications with internal/external customers and suppliers
- Participate on teams involved in product enhancement and new product development
- Manage inventory levels of commodities to ensure maximum turns while maintaining a consistent source of supply
- Must be flexible with workload, and must be able to organize time to work with all of the other Business Segments within MAPICS
- Understand and adapt to worldwide geo-political, industry technology and weather events that impact the costs and sources of supply
- Maintain strong, objective supplier relationships that promote a true win-win business partnership between RTEC and the supplier base.
- Participate in on/off-site supplier audits and evaluations. Make recommendations regarding supplier performance and retention.
- Communicate performance ratings and metrics to supply base as assigned.

Education & Experience:

- Bachelor's degree in business, purchasing, supply chain management or a related field or three years purchasing/planning experience.

Knowledge:

- A thorough working knowledge of inventory procurement in an ERP/MRP environment
- Strong knowledge of MAPICS processes and procedures
- Working knowledge of external controls such as CEI, EOL, EICC, ISO, and Sarbanes-Oxley and internal controls set by Rudolph Technology
- Knowledge of how to administer contracts and agreements with suppliers

Skills:

- Ability to read and interpret technical drawings and specifications
- Must have strong written, voice and electronic communication skills
- Ability to work with all groups within the organization and out in the field
- Effective negotiating skills