



## **BUYER-R&D AND SPECIAL PROJECTS SUPPORT**

### **Job Summary**

The Buyer-R&D and Special Projects Support is responsible for the purchasing, scheduling, and expediting of purchased parts for R&D, special orders for the Sales department, and custom projects. This position also assists with purchasing fabricated mechanical components. Responsibilities include developing good vendor relationships as well as expanding and qualifying new vendors. Cost control functions will include competitive quoting while optimizing quality, reliability, delivery, and cost of StoneAge's parts and accessories. This position will also provide user support and maintenance activities as needed for the ERP system. Personal attributes that lead to success in this role include proactive problem-solving skills, tenacity, tact and diplomacy when dealing with internal and external customers, agility in responding to changing priorities and requirements, and a positive, team-oriented attitude.

This position reports to the Supply Chain Manager.

### **Essential Functions**

- Process requests for price and availability from Sales and Engineering
  - Parts for StoneAge Solutions and other custom projects
  - General supplies for all StoneAge departments
  - R&D parts and supplies
  - Special orders from sales
- Maintain and foster positive supplier relationships
- Analyze price breaks vs. order quantity and trends usage
- Serve as interface between Quality Control, Engineering, and vendors to quickly resolve quality issues
- Act as back up for other commodity buyers when required
- Obtain quotes from new and existing vendors
- Create purchase orders
- Process and resolve receiving and billing conformance discrepancies and shipping errors
- Responsibility for maintaining inventory of assigned purchased parts according to parameters established by the management team
- Any other duties requested by Supply Chain Manager

### **Knowledge and Training Requirements**

The Buyer-R&D and Special Projects must have the following:

- Engineering, Machining, and/or Purchasing experience
- Be customer service oriented, exhibiting flexibility and agility to meet customer needs
- Basic knowledge of materials, machining and manufacturing processes
- Good negotiating skills
- Basic knowledge of materials needed
- Understanding of basic accounting procedures



- Great attention to detail
- Knowledge of transportation modes and inbound logistics methods needed to ensure timely arrivals of scheduled deliveries
- Ability to establish and maintain positive working relationships with other employees and to communicate and interact effectively with management and team members at all levels through both verbal and written means
- Have working knowledge of Microsoft Office software
- Experience with MRP systems and analysis of purchasing requirements

**Other Information**

- Occasional travel to visit suppliers may be required.
- Extended working hours may be needed at peak times or when short staffed.