



ZENTECH

Contract Manufacturing & Engineering Design Services

Buyer

Duties and Responsibilities:

- Purchase materials, utilizing production schedules and MRP to maintain inventory at planned levels: gather quotations, examine bids and make awards, manage inventory according to established guidelines and targets, generate and issue purchase orders and maintain PO data accuracy
- Manage RFQ for new business
- Evaluate vendor reliability and develop new supply sources: interface and negotiate with vendors; evaluate vendor performance and qualify new vendors
- Manage all other aspects of the procurement process: manage consumables such as packaging and labeling
- Manage MRB and coordinate returns with supplier via RMA
- Review and negotiate expedite freight charges
- Follow up with Accounts Payable to resolve payment issues
- Confers with management regarding production schedules and other considerations to facilitate production processes
- Mentor other buyers in the department and direct towards achievement of all business and department goals
- Maintain all documentation necessary

Knowledge, Skills, and Abilities Required:

Possesses sound judgment and decision-making skills and the ability to contribute to business-related problem-solving.

- Broad understanding of all areas related to purchasing
- Excellent oral and written communication skills; ability to credibly and effectively communicate with and influence all levels of the organization.

COMPETENCIES

- Strong interpersonal and organizational skills.
- Demonstrated job flexibility and knowledge.
- Knowledge of negotiation strategies and tactics.
- Perform all aspects of the position legally and ethically.



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Education/Experience Required:

High School Diploma or GED

3 to 5 years' experience in circuit board manufacturing

IPC-A-610 or IPC J-STD-001

This position may require exposure to information, which is subject to US export control regulations, i.e. the International Traffic in Arms Regulations (ITAR) or the Export Administration Regulations (EAR). All applicants must be U.S. persons within the meaning of U.S. regulations.