



Buyer

Chatsworth, CA (<http://maps.google.com/maps?q=9401+De+Soto+Ave+Chatsworth+CA+91311>) • Purchasing



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Job Type

Full-time

Description

Position Purpose/Summary:

The Buyer will be responsible for timely processing of Purchase Orders, building supplier rapport and processing RFQs. (Request for Quotes).

Essential Responsibilities/Duties

In the performance of their respective tasks and duties all employees are expected to following:

- Create and maintain inventory programs quarterly with supply base
- Review, analyze, process and expedite MRP (Material Requisition Planning), JIT (Just In Time) and consignment ordering methods on a daily basis
- Manage inventory based on defined goals while developing and maintaining defined inventory levels for purchased finished goods and assigned commodities/raw components
- Analyze, reduce and disposition excess and obsolete finished goods
- Monitor supplier delivery performance
- Manage lead-time, lot sizes and supplier liabilities based on defined goals
- Prevent obsolescence and excess finished goods by tracking new and changing products
- Resolve invoicing and receiving discrepancies
- Act as a liaison between the suppliers and internal departments to support production
- Disposition non-conforming material
- Develop and support continuous improvement efforts within the department
- Perform quality work within deadlines with or without direct supervision.
- Interact professionally with other employees, customers and suppliers.
- Work effectively as a team contributor on all assignments.

- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.
- Follow company safety policies and procedures.
- Performs additional duties as requested

Requirements

- Written and Oral communication
 - Strong computer skills and database knowledge.
 - Proficient in Excel and other MS office applications
 - Interpretation of MRP
 - Negotiation skills
 - Inventory Control
 - Organization, Supply Management, Documentation Skills
 - Verbal Communication
 - Vendor Relationships, Building Relationships
 - Independence
 - Decision Making
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- Bachelor's Degree
 - Minimum 5-7 years Aerospace fastener buying experience
 - Strong negotiation skills
 - Ability to work well with a team
 - Comprehensive understanding of MS Excel, MS Word, and PowerPoint

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