



Total Quality Contract Manufacturing  
Committed to Excellence

# Irvine Electronics, Inc.

Job Description: **Buyer**

Department: **Materials**

Reports To: **Purchasing Manager**

## Responsibilities:

- The employee shall be responsible for carrying out broad assignments involving the purchase of electronic components, fabricated sheet metal, printed circuit boards, and various hardware using Alliance MRP system, requiring extensive or specialized knowledge and experience.
- Develop sources of supply where vendors and preferred supplies are inadequate.
- Obtain quotations and examines bids.
- Resolve minor problems with incorrect product or delayed deliveries.
- Must be able to research and develop new vendor relationships and negotiate contracts where losses occurring through errors in judgment would involve a large dollar amount.
- Provide work leadership.
- Exercise a good working knowledge of electronic material and sources of supply to make purchase at prices consistent with quality and quantity requirements.
- Establish new vendor relationships, interfacing with all vendors to achieve the lowest price possible and the best delivery dates.
- Maintain parts database for quoting purpose.
- Continue to improve in the purchasing department.
- This is the senior level non-management position.
- Employee must complete all required safety training.
- **MUST BE A U.S. PERSON.**

## Education and/or Experience:

- To perform this job successfully, an individual must have experience in a Contract manufacturing electronics preferably with 3-5 years Aerospace experience.

## ADA Requirements:

- The key physical requirements for this position include the ability to use standard office equipment including PC's, Fax, copy machine, movement within standard office and distribution warehouse area, walking sitting, standing, climbing, carrying, pushing, pulling, and lifting 1-30 pounds occasionally. Telephone use is a must.

**The following training must be completed, and signed off by Employee and trainer:**

**IEI General Orientation**

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**IEI Policy and Procedures**

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**Safety Training**

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**ISO 9000 Training**

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**ESD Training**

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**I, \_\_\_\_\_ (employee) have read and agree to the duties, responsibilities, and requirements of this job description and have the ability to perform them successfully.**

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**Employee Signature**

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**Date**