

Department: Materials  
Reports To: Purchasing Manager  
Approved By: Purchasing Manager  
Non-Exempt Position

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**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

As a buyer the employee is responsible for quoting, procuring, and planning all electronic components, fabricated items, printed circuit boards, and hardware using Alliance MRP system. Research and develop new vendor relationships and negotiate terms, pricing, and VMI contracts. Ensure all purchase orders are accurately entered, confirmed, and delivered on time meeting all quality requirements. Manage inventory levels by mitigating excess, developing JIT supply lines, and analyzing E&O material.

To accomplish this, the employee shall:

- Exercise good judgment, and ethical guidelines to procure and source material at prices consistent with Irvine Electronics' quality and quantity requirements. Review and analyze various reports to determine requirements based on material availability, inventory levels, and lead times. Initiate appropriate paperwork to advance, delay or cancel previously scheduled materials and strive to control inventory levels while supporting customer requirements.
- Confirm with suppliers the fulfillment of PO terms: delivery, quality, price, quantity, and other standard or special terms. Notify suppliers regarding print specification, delivery and other required changes. Research alternatives when schedule changes or delays are identified. Examine alternatives and quickly communicate delivery delays and other changes to affected departments. Proactively resolve supplier A/P issues.
- Manage Purchase Price Variance (PPV) strategically by developing mitigation plans and strategies to provide a positive impact to overall results. Lead sourcing projects to completion by completing a PPV analysis buy sheet. Ensure that the overall cost of products is within the quoted budget.
- Work from various documents including on-line customer requirements, drawings, specifications, memos, and other information to assure accurate and reasonable order quantities, delivery schedules, etc. Ensure that the order requests are properly approved prior to commitments.
- Coordinate with all external and internal suppliers to meet related planning, scheduling, and purchasing actions within MRP to maintain accurate schedules. Promote good communications between all functional areas within our supplier base and participate in supplier meetings and development activities driving continuous improvements towards Irvine Electronics' goals. Work with the suppliers to identify cost reduction, improve lead times, and negotiate terms. Establish and maintain a professional relationship with IEI's top tier suppliers that play an Integral role in the supply chain.
- Participate in material planning sessions and coordinate material date requirements per the Master schedule with Production Management, Program Management, Sales, Engineering, Materials management and Quality to resolve any material issues so that each department can contribute their part to ensure a continuous production flow by establishing priorities in consideration of material and capacity constraints. Notify Management of open work order status, open issues, etc. to complete orders in a timely manner or revise delivery dates as required when production is impacted.
- Collaborate with the quoting coordinator and prioritize incoming quotes to complete them in a timely manner. Analyze incoming quoting documents to ensure the accuracy and completeness of the quoting package in order to provide an accurate quote to the customer. Evaluate the customer BOM to determine the accuracy of the manufacturer part numbers. Relay any open issues such as long lead time, excess material, obsolescence, and part number accuracy with sales in order to resolve them with the end customer. Initiate proactive solutions by providing alternates, correcting part numbers, reducing excess, reducing lead times etc.
- Resolve Alliance ERP system issues as related to planning, work order processing and material transactions. Independently solicit and interface with outside assistance as required.
- Analyze purchasing activities to assist in developing a more efficient and effective organization to meet key performance indicators which include, but are not limited to: supplier on time delivery, supplier quality, inventory turns, inventory levels, on time kitting completion, and on time material completion.



## JOB DESCRIPTION

### TITLE: BUYER

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- Maintains part master database including but not limited to AVL, Lead times, package minimums and inventory codes. Verify accuracy of BOM data, parts numbers, and part costs; if there is a problem report to the appropriate parties.
- As a leader for Irvine Electronics, you shall encourage and empower employees to continually improve productivity and process efficiency for the company. Assist in the training and development of less experienced personnel within the department.
- This is the senior level non-management position and reports to the Purchasing Manager under minimal supervision.

#### **PURCHASING AND PLANNING SKILLS AND QUALIFICATIONS:**

Supply Chain Management, Tracking Budget Expenses, Vendor Relationships, Customer Service, Documentation Skills, Manufacturing Methods and Procedures, Cost Accounting, Control Engineering. Familiar with ERP systems and intermediate to advanced Microsoft office skills. Excellent organizational skills with ability to prioritize multiple projects and execute accordingly.

#### **EDUCATION AND/OR EXPERIENCE:**

Contract Manufacturing Electronics Buyer preferably w/Aerospace experience 4+ years.

##### **Basic Qualifications**

- Bachelor's Degree in Business, Supply Chain (Procurement), or Engineering
- 4+ years Procurement experience in a manufacturing environment.
- Intermediate to Advanced MS office skills a must.

##### **Preferred Qualifications**

- Professional certifications (CPIM, CSCP, APICS, PMP)
- Procurement experience in the Aerospace Industry highly desired

#### **MUST BE A US PERSON.**

#### **ADA REQUIREMENTS:**

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

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

Employee Signature:

Date:

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