



## **Buyer:**

Taylor Devices provides a progressive and positive work environment. We value our employees and encourage both personal and career growth. Our environment presents employees with challenging and satisfying work backed by our core values of hard work and respect in an inclusive environment of diverse, committed and highly accomplished people.

This position is responsible for ensuring materials are delivered on time, to specification, and within price expectations.

### **Key Job Responsibilities:**

- Serve as the primary contact between Taylor Devices and assigned suppliers
- Prepare, coordinate, and issue written competitive bids from approved suppliers.
- Negotiate contracts that result in the best value to the company at the best lead time.
- Process requisitions and place purchase orders in a timely and accurate manner
- Place orders with approved suppliers who have acceptable Vendor Performance Rating
- Perform necessary due diligence in the sourcing & supplier selection process
- Execute regular planning, follow-up, and expediting to ensure delivery dates are met
- Process the following on an ad hoc basis: MDRs, MRRs, NORs, ERFI
- Process price & quantity discrepancies, revisions, amendments
- Understand ongoing & available supplier capacity and constraints.
- Manage the logistical operations for movement of parts to/from subcontractors
- Negotiate & reconcile supplier-induced financial impact events
- Setup and maintain supplier master info records in Syteline
- Administer Safety-Kleen waste handling
- Administer purchasing deliverables for calibration/procurement of gauging and instruments
- Manage SDS database for all products, update as needed
- Administer and manage company supplied uniform program
- Environmental responsibility reporting
- Purchase of hardware, consumable tooling, abrasives, work holding products, packaging materials/supplies, maintenance supplies, small assembly supplies, office furniture and supplier

### **Skills & Experience:**

3-5 years purchasing experience preferred

Proficient in Word, Excel, Syteline

Strong organizational skills

### **Benefits:**

Medical, Dental, Vision, 401k and Company Match, Health Savings Account with Company Contribution for High Deductible Health Plans, Company Paid Life Insurance, Stock Purchase Plan, Tuition Reimbursement, Paid Holidays, Vacation, Personal Time, On-the-job Training, Employee Assistance Program

**How to Apply:** submit a resume to [employment@taylordevices.com](mailto:employment@taylordevices.com)