



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.

We are looking to hire a Buyer to join our dedicated team of professionals in delivering exceptional purchasing experience. This position is responsible for ensuring materials are delivered on time, to specification, and within price expectations.

Key Job Responsibilities:

- Manage day to day procurement activities including internal and vendor communications; negotiate schedule and delivery changes with vendors; negotiating price changes with vendors, negotiating revised terms and special arrangements with vendors.
- 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 price & quantity discrepancies, revisions, amendments
- Managing the end-to-end supply chain relationship with a specific group of vendors to ensure the possible quality, cost, delivery, and overall supplier reliability.
- Negotiate and issue purchase orders directed by purchase requisitions.
- Monitor delivery status of scheduled receipts to ensure on time delivery to need.
- Create and maintain market profiles for commodities they own, and supplier profiles for all suppliers they are responsible for.
- Meet/Exceed individual and team KPI's (Key Performance Indicators).

Skills & Experience:

- 5 years' experience working in a supply chain organization. Previous experience as a buyer with a technology company (ideally mechanical/aerospace).
- Bachelor's degree in business, Operations, Supply Chain, or related field.
- Certification in Certified Purchasing Manager (CPM) and certified in Production and Inventory Management (CPM).
- ERP capabilities
- Drive and enthusiasm, desire to learn.
- Demonstrates trustworthiness and professionalism with clients, peers, and team member.

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