



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.

The Buyer is responsible for sourcing, negotiating, and procuring materials and services that support production, engineering, and operations. This role requires strong analytical skills, supplier management expertise, understanding of negotiations and the ability to collaborate across departments to ensure timely, cost-effective purchasing decisions.

Key Job Responsibilities

Procurement & Supplier Management

- Coordinate and negotiate competitive bid proposals to secure optimal pricing, quality, and delivery.
- Select materials and suppliers based on cost, quality, and production requirements.
- Understand ongoing and available supplier capacity and constraints and provide timely updates to management.
- Manage supplier relationships to ensure performance, reliability, and continuous improvement.
- Convert purchase requisitions into purchase orders and maintain accurate documentation.

Cross-Functional Collaboration

- Partner with Sales and IPT (Integrated Product Team) on quoting efforts outside of daily workbench activities.
- Support engineering, development, and production teams by sourcing materials aligned with technical requirements.
- Communicate effectively with internal stakeholders to ensure alignment on timelines, specifications, and priorities.

Documentation & Process Management

- Prepare and manage Request For Information (RFI's), Material Discrepancy Report (MDRs), Material Review Report (MRRs), Notice of Revision (NORs) and other procurement-related documentation.
- Maintain accurate records of quotes, supplier communications, and purchase order activity.
- Ensure compliance with company policies, quality standards, and industry regulations.
- Utilize ERP systems to manage purchasing workflows, inventory data, and supplier information.

Education & Experience

- Bachelor's degree in Supply Chain Management, Business, Engineering, or a related field.
- 3-5 years' experience working in a supply chain organization or equivalent degree Previous experience as a buyer with a technology company (ideally machining/electrical/development commodities).
- Strong ERP system capabilities.
- Proficiency in procurement documentation and supplier management processes.
- Certifications such as CPM or Production & Inventory Management preferred.

Salary Range - \$60K-\$75K based on experience*

**The base pay range represents the low and high end of the Taylor Devices pay range for this position. Actual rate will vary depending on many factors such as skills, experience, certifications, and performance. The rate listed is just one component of Taylor Devices' total compensation package for employees. Other compensation may include a bonus, employee stock purchase plan, paid time off policy, competitive 401K plan with enhanced matching program, and many other benefits.*

Benefits:

Medical, Dental, Vision, 401k and Company Match, Health Savings Account with Company Contribution for High Deductible Health Plans, Company Paid Life Insurance, Voluntary Life Insurance, Voluntary Short-Term Disability, Voluntary Long-Term Disability, Company Bonus Plan, Stock Purchase Plan, Tuition Reimbursement, Paid Holidays, Paid Time off, On-the-job Training, Employee Assistance Program, PPE Reimbursement, Company Referral Program.