



## Buyer

**Reports to:** Supply Chain Manager

**Department:** Purchasing

**Division:** Midstate Machine – Maine

## Accountability

This position contributes to the growth and profitability of Midstate Machine by developing a responsive and capable set of suppliers that consistently provide high quality and cost competitive products and services at or better than industry competitive lead times. The role is responsible for procuring and negotiating equipment, services, materials, and supplies for the company, driving continuous cost, quality, and delivery performance improvements, evaluating supplier capabilities, and as required developing alternative sources of supply.

## Organizational Relationship

The position of Buyer reports directly to the Supply Chain Manager to receive advice, counsel, and direction relative to attaining procurement goals and objectives of the company. The incumbent works closely with other members of the organization to provide assistance in handling operational needs of the business, particularly as they pertain to purchasing materials and supplies, quoting and budgeting objectives.

## Key Requirements

### Strategic Management:

1. Work independently to identify and select dependable, competitive suppliers that ensure consistency and appropriateness of raw materials specification.
2. Responsible for the strategic analysis of the portfolio through the use of databases, quarterly reports, and continuous review of strategic plans to seek opportunities to enhance the company's financial performance.
3. Responsible for meeting savings targets and managing financial exposure on the raw material markets using internal/external methods.
4. Ensures purchasing strategies achieve the overall profit goals and objectives of the organization.

### Tactical Management:

1. Procures and negotiates price, payment terms, and requirements for raw materials, supplies services, tools and parts to meet the operational needs of the company.
2. Reviews and processes internal purchase requisitions in a timely manner.



3. Ensures technical competence in purchasing raw material for manufacturing, with assistance from the Director of Supply Chain – Business Development.
4. Responsible for expediting all purchase orders as assigned.
5. Responsible for handling sales returns and credit exchanges as assigned.
6. Responsible for submitting RFQ packages, performing follow-up and organizing vendor responses in preparation for estimating.
7. Responsible for data entry on all purchase orders placed by oneself.
8. Ensures effective communication between Estimating, IPT Managers, Receiving, and Financing in order to maintain the highest level of efficiency.

#### Supplier Quality Management:

1. Evaluate supplier effectiveness and competitiveness through supplier score card rating system.
2. Discusses defects of purchased goods with Quality Control or Inspection personnel to determine the source of trouble and takes corrective action.
3. Responsible for communicating with vendors for proper resolution on incorrect certifications and/or other documentation discrepancies.

#### Negotiation Skills:

1. Negotiate with external suppliers to establish mutually acceptable economic solutions and enhance company's competitive position.
2. Acts as a conduit between potential external suppliers and business. Review requests for quotation (RFQ) using analysis of quotations, formulas, price mechanisms, etc. to get the best total cost (TCO).

#### Experience/Skills Required:

1. Communicates directly with suppliers to obtain information concerning product, price, and ability to meet scheduled deliveries.
2. Maintains a high level of ethical standards.
3. Maintains a professional and personable relationship with suppliers and customers, being responsive to their needs, as well as the needs of the organization.



4. Responsible to work closely with cost estimator regarding NPI awarded.
5. An accomplished negotiator with the demonstrated ability to win value in situations where suppliers may possess greater leverage.
6. Proven ability to interact and influence all levels internally and with suppliers.
7. A strategic and tactical leader who is comfortable with “hands on” implementation of deliverables. (willing to train the right candidate).
8. Ability to access market trends and conditions as they may impact the supply markets.
9. Exceptional team player.
10. Experience with Aerospace and Defense is required (willing to train the right candidate).

Education:

1. Associates/Bachelor’s degree in Business, Supply Chain, or related field.
2. Knowledge of procurement, forecast, and inventory control.
3. Advanced understanding of commercial aircraft and defense platforms/systems with a strong understanding of procurement process in the commercial and defense sectors. (willing to train the right candidate).