

Automation Senior Buyer

Job ID: MFS294 (AD)
Job Posted: September 17, 2021
Job Closes: October 25, 2021

Full Time Permanent

Wages: Competitive w/Excellent Benefits

Description

The Senior Buyer will be responsible for sourcing suppliers, negotiating purchase orders and working the Project Management team to ensure projects meet deliverables in line with the cost structure and timeline.

RESPONSIBILITIES

Prequalify and source new suppliers

Price and place purchase orders for parts and work with the design group and suppliers as needed to find alternative parts meeting the project schedule

Receive PO acknowledgment and work with the project manager as needed on behind schedule POs.

RFP package preparation and processing bid evaluation, recommending suppliers to award the PO

Understand project schedule, allocate delivery dates and negotiate PO value according to project dates and budget

Negotiate PO terms and conditions as needed

Communicate PO deliverables with PM to maintain the project schedule

Understand cost structure and price analysis and price evaluation

Follow up with suppliers on deliverables and update the ERP system on a weekly basis

Coordinate shipments

Review invoices and resolve invoice discrepancies

Track cost savings and negotiations

Maintain approved vendor and vendor capability documents

Other duties as assigned

Address and Elevate problems 1st to Supervisor, then to PM, then to Manager, then to President, using the ACE principal:

Agree to an action with your teammate that includes a due date for the deliverable

Compel that the deliverable is at risk, ask how you can help, and notify your teammate that you will need to elevate for help to avoid failure

Elevate with the facts of the problem and the proposed resolution where help is needed to avoid failure

Requirements

Visit [www. https://bosinnovations.com/careers/](https://bosinnovations.com/careers/) for full requirements and details