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Buyer

Audio Authority is a Lexington, KY based electronic design and manufacturing firm specializing in the creation of innovative electronic devices. As a result of continued growth, we are currently in search of an Buyer to join our purchasing team.

Role Overview:

The Buyer analyzes the ERP to identify and purchase components, assemblies, and products for use by the company. Overall responsibilities include locating suppliers, researching goods, services and materials, and/or processing/issuing purchasing orders to ensure raw material availability to support manufacturing operations and customer requirements.

Primary Responsibilities:

- Place purchase orders for raw materials.
- Analyze ERP to understand inventory levels and schedule or reschedule purchase orders to meet company requirements.
- Interact with suppliers to resolve schedule, part or pricing issues.
- Evaluate suppliers by considering price, quality, availability, and other criteria.
- Review supplier cost proposals and negotiate prices and contracts.
- As required, recommend alternatives and options for components based on availability, price, or obsolescence.
- Work with cross functional teams as necessary to resolve various issues such as invoice discrepancies, quality defects, shipment quantity discrepancies, etc.
- Maintain raw material components in the ERP system by updating data such as lead-time, pricing, etc.
- Maintain vendor information in the ERP system.
- Other duties as assigned.

Qualifications Required:

- Bachelor's degree required in business, accounting, engineering or a related field; or equivalent experience.
- A minimum of 3 years in a similar role for a manufacturing organization.
- Advanced negotiation skills to obtain quality products at the best value.
- Excellent verbal and written communication skills in both internal and external interactions.
- Demonstrated ability to analyze and interpret ERP data to drive sound purchasing decisions.
- Strong organizational abilities to manage internal and external information flow to drive decision-making.

Salary is commensurate with experience and knowledge. We are an equal opportunity employer with excellent benefits and working conditions. To apply electronically, please visit https://www.audioauthority.com/page/employment_opportunities