



Senior Buyer

Responsibilities:

Based on the master production schedule, customer orders, and other demands, utilizing smart planning and buying practices: plan all material requirements to meet the MPS and Customer Order requirements. Analyze product sales forecasts, engineering plans and life cycle of the product, As part of the Lean Factory Team develop, implement and manage cost reduction and continuous improvement programs with key suppliers; determine material requirements; develop order quantities and material schedules; manage inventory levels for assigned Products. Source new suppliers and develop existing suppliers. Develop RFQ's, analyze costs and terms. Receive and process non-inventory requisitions, analyze quantity, specifications, and delivery requirement. Develop annual cost savings, quality and process improvement objectives for assigned Product components.

Evaluate current and prospective suppliers through supplier audits and various objective performance measurements, including on time delivery; level of quality, service and price performance. Act as primary liaison between Dynex Technologies and vendors. Generate effective communications, good relations and a positive professional image with suppliers and co-workers. Maintain high ethical standards in all dealings with current or prospective suppliers. Act as a commodity information resource for material requirements, market conditions and trends, formulating strategies to ensure quality and continuity of supply. Input Purchase order data, ensure system accuracy of material planning and purchasing data for assigned Products. Keep vendor product files and supplier corrective action logs up to date and accurate.

Address discrepant material and process reworks in a timely manner. Investigate and correct any discrepancies between Receiving, Accounting, Inventory, and Purchasing. Represent the Purchasing department on Research and Development projects.

Qualifications:

Ability to read, write, speak and understand English well; 5 years prior Planning and Purchasing experience required; 3 years computer/MRP experience required.

Dynex Technologies is an Equal Opportunity Employer and provides medical, dental, life and disability insurance, Section 125, 401(k), flexible schedules, educational assistance and a great work environment!

Please forward resume including salary requirements to kfreeman@dynex.com.

Visit our website: www.dynextechnologies.com.

No Recruiters Please.

