



Buyer

Highland, IL

Job Summary: Manage assigned commodities as required in a dynamic environment to meet corporate objectives in the most efficient manner to minimize risk, reduce cost, and eliminate waste, in accordance with all applicable laws, regulations, and policies.

Reports to: Purchasing Manager

Essential Duties:

- Review assigned commodities for material budget as required.
- Recommend and maintain supplier relationships to meet corporate objectives.
- Ensure availability of materials to meet production schedules.
- Assist in make/buy decisions.
- Negotiate contracts to meet corporate objectives.
- Approve purchase orders to ensure compliance to requirements for assigned commodities.
- Work with various departments to establish manufacturers of required components.
- Maintain databases to ensure data is correct for components and supplier information.
- Review market trends and analysis to ensure best practices are driven within your perspective commodities.
- Ensure purchase orders are issued to cover requirements for assigned products, goods, and services.
- Review and coordinate suppliers on time delivery performance, quality, cost reductions, inventory turns and multiple sourcing.
- Develop and implement strategic sourcing activities to meet department objectives.
- Actively participate in companywide Project Management Teams as assigned.
- Perform other duties as assigned.

Requirements:

- Bachelor's degree in business or other related field AND two years of buying experience preferred; OR an equivalent combination of education and experience from which comparable knowledge, skills and abilities have been achieved.
- 2 or more years' experience as a Buyer or a related field, preferably in manufacturing.
- The ability to think strategic and tactical.
- Effective verbal, written, flexibility, decision-making, multitasking and interpersonal skills.
- Knowledge of MRP applications a must.
- Proficient in Microsoft Office (Excel, Word, PowerPoint, Access)
- Ability to travel as necessary.



Buyer

Highland, IL

Contact:

Basler Electric welcomes employment applications received directly from interested candidates. We prefer that you submit your resume in Microsoft® Word or Adobe® PDF format.

Basler Electric Company
Human Resources
12570 Route 143
Highland, IL 62249-1074

Tel: +1 618.654.2341, ext. 251

Fax: +1 618.654.2351

Email: employment@basler.com