



Senior Buyer

PDQ Manufacturing, Inc. (PDQ) has an opportunity for a **Senior Buyer**. In this position, you will be responsible for source selection and procurement functions to support the Company's business. Additional responsibilities are as follows:

- Ensures PDQ's procurement needs are met with the highest quality parts at the lowest possible price.
- Directs and engages in supplier/vendor pricing, quality standards negotiations from suppliers, and other value added services.
- Studies market prices and trends, engineering developments, product availability, and alternative vendor sources.
- Secures and analyzes quotations, negotiates prices and terms with suppliers, and recommends suppliers.
- Visits suppliers' facilities to qualify them as new sources and assists in the resolution of production, design, quality, and/or delivery problems.
- Communicates regularly with vendors regarding developments affecting business relationships, technology, cost or quality.
- Responsible for the timely planning, scheduling of receipt, and inventory control of the parts as required by the business.
- Interviews and confers with current and prospective suppliers to determine supply capabilities, transportation logistics inventory control, and negotiates prices and delivery terms.
- Coordinates as appropriate, quality matters and engineering changes/developments between company activities and suppliers.
- Implements strategies to accomplish low cost sourcing while maintaining high quality products.

Success requires the following:

- A Bachelors degree in Business Administration, Supply Chain Management or Engineering.
- Previous experience in electronics, circuit board manufacturing, power transmissions, or fabricated/machined components.
- Strong negotiation and communication skills with suppliers and vendors.
- Proficiency in blueprint reading.
- Strong analytical ability.
- Excellent communication skills and desire to work in fast paced, collaborative, team environment.
- Previous experience negotiating best vendor terms, pricing and delivery.
- Computer proficiency in a Windows environment is required, preferably with Microsoft Word, Excel, Access, and Outlook.
- Extremely strong interpersonal, verbal and written communication skills.
- Knowledge of Lean Manufacturing principles and experience in a Lean Manufacturing environment.
- Prior experience with import/export regulations and international logistics.
- International sourcing experience is a plus.
- Proficiency with SyteLine or related manufacturing software is a plus.

Can you thrive in a fast-paced, challenging work environment? Join the team and see what PDQ has to offer! PDQ Manufacturing, Inc. (PDQ) is committed to continuous product innovation and the development of value-added technologies. We offer a comprehensive benefits package and a great work environment. We are ISO 9001:2000 certified and an equal opportunity employer. Email your resume to career.opportunities@pdqinc.com, or fax to (920) 964-3581.