

Position Title: Senior Buyer
Functional Group: Production, Materials
Reports To: Director of Operations

PURPOSE OF POSITION: The Senior Buyer’s responsibilities include, but are not limited to supplier management, meeting product cost goals, component sourcing, supplier selection and relationships.

MAJOR DUTIES AND RESPONSIBILITIES:

- Prepares purchase orders to support production schedule.
- Component sourcing and supplier selection to achieve value in cost, quality and delivery.
- Works with incoming inspection and inventory management to resolve delivery and quality issues.
- Provides purchasing planning and control information by collecting, analyzing, and summarizing data and trends
- Keeps information accessible by sorting and filing documents.
- Support product development and quality engineering in supplier tooling and capital equipment acquisition.
- Support project management with new product introduction.
- Support purchasing activities that comply with regulations and standards including; US FDA Quality System Regulation, EN ISO 13485, and Canada Medical Devices Regulations.

EDUCATION / EXPERIENCE REQUIREMENTS:

- Bachelor’s degree preferred.
- Minimum of four years’ experience in purchasing or buyer role in a medical product manufacturing organization.

OTHER QUALIFICATIONS:

- Experience purchasing in an ERP environment, implementation experience a plus.
- Detail-oriented and strong organization skills
- Effective management of multiple tasks simultaneously
- Effective communication skills with multiple functional groups.

Associate Signature

Date Reviewed

Management Signature

Date Reviewed