

ASPECT AUTOMATION

Position Description

Position Title: Buyer - Machining and Fabrication Services
Department: Purchasing and Production Control
Reports To: Operations Manager
Date: June 20, 2018

Job Summary:

Responsible for developing and maintaining Aspect Automation's external supply chain with an emphasis on machined and fabricated components. Manages suppliers to meet targeted quality, on-time delivery, project schedules and cost reduction goals. Purchases raw materials, products and services that are more complex with higher levels of risk requiring substantial experience.

Essential Job Duties and Responsibilities:

1. Purchasing

- Purchases fabricated components, products, materials, and services to support the needs of the organization.
- Reads and interprets drawings, comprehending impacts of GD&T on process and cost.
- Identifies best candidate suppliers for components based on capability, capacity, equipment, etc.
- Keeps current with new manufacturing technologies, materials, machining processes, and equipment.
- Builds and maintains a qualified supplier base by identifying and developing suppliers for quality, on-time delivery, and cost reduction goals.
- Issues purchase orders, manages and expedites open orders, and dispositions rejects and returns.
- Provides validation of conformance of received components for selected critical features.
- Evaluates part designs with engineering and suppliers to ensure optimum manufacturability.
- Negotiates pricing and delivery schedules. Facilitates contract negotiations and review of a more complex nature.
- Promotes positive departmental and company image. Provides excellent internal customer support.

- Communicates and provides risk assessment pertaining to schedule by providing feedback to appropriate personnel.
- Travels to suppliers in support of supplier qualification activities as needed.
- Provides accurate pricing information on a timely basis to support the quoting process and the need of operations.

2. Purchasing Support

- Supports other members of the Purchasing department as needed through cross training and flexing as workload dictates.

3. Additional Responsibilities

- Operates with minimal supervision.
- Performs other duties and responsibilities apparent or assigned.

Collaboration & Teamwork Expectations:

- Interfaces with project management providing timely updates to schedule status and decisions affecting schedule.
- Works with the project team to creatively develop solutions for schedule recovery and/or schedule pull-up as requested.
- Communicates with project teams in order to understand status, risk to schedule, and deviations from plan, favorable or unfavorable, which will affect schedules or short-term capacity.
- Provides to Operations, an overall look at supplier metrics.
- Is an effective team member and is a supporter of the team concept. Cooperates with others inside & outside of their department and unselfishly offers help without being asked. Shares information and openly expresses ideas, in order to solve problems, foster innovation and achieve win-win solutions.
- Consistently models the following attributes; is trustworthy, intently listens, willingly helps others and communicates in a straightforward honest manner.

Essential Qualifications:

- 5-10 years of related experience in purchasing machined components, qualifying and selecting vendors, evaluating bids and contracts, negotiating terms and conditions, and overseeing quality requirements for a manufacturing organization.
- Proven strong organizational, analytical, negotiation and contracting skills.
- Demonstrated leadership, communication, and interaction skills to perform in a collaborative/team oriented work structure. Good English language skills.

- Proficient knowledge of computers and programs i.e. SolidWorks, Microsoft Excel, and ERP systems.
- Ability to travel by car or air, occasionally overnight.

Desirable Qualifications:

- A bachelor's degree and a minimum of six years of relevant experience, or a related two-year post high school diploma/certificate and a minimum of 10 years of relevant experience or in lieu of a degree, and equivalent combination of education and relevant experience.
- In depth knowledge of commodities, suppliers and procedures in the manufacturing sector.
- Understanding of machining processes and function of perishable tooling.
- Demonstrated effective interpersonal and communication skills.
- Demonstrated project leadership skills.
- Knowledge of ISO 9001 or similar certifications.
- CPM and or APICS certification.

Physical Demands:

- Frequently sits, grasps items and performs keyboarding for operation of a computer.
- Occasional walking, bending, squatting, and reaching.
- Occasional lifting and moving of parts up to 30 pounds.
- Occasional exposure to typical machine shop physical hazards.