

Liberty Electronics, Inc.
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Purchasing Department – Buyer II

Liberty Electronics, Inc. in Franklin, PA has an immediate opening in their Purchasing Department for a qualified Buyer II who is detail oriented with outstanding communication skills

REQUIREMENTS, RESPONSIBILITIES AND DUTIES:

Works with the Materials Manager and Team Leader/Program Manager to purchase raw materials, equipment, tools, parts and other supplies necessary for operation of the organization

Maintains inventory and non-inventory items

Maintains blanket purchase orders for high volume/repeat orders

Researches vendor history for the purpose of obtaining best price

Determines alternatives for cost savings along with improving lead times to fulfill shortages as necessary

Expedites orders and informs management of delays or change of status in delivery

Utilizes purchasing system reports to order material at or under cost quoted along with meet overall lead time needs

Experience with company systems/data bases

Self-Motivated and able to set priorities in an everchanging environment

Ability to strategize and work with large amounts of information

Willingness to work overtime occasionally as needed

Understanding of Excel and other Microsoft Office product use required

Must be able to perform cost analysis projects as needed

Must have problem solving and risk mitigation skills

Must have good communication skills (written and verbal) both internally and externally

Maintains and updates vendor files

Solicits quotes from vendors and negotiate pricing with vendors

EDUCATION/EXPERIENCE REQUIREMENTS:

5 years of experience in Purchasing discipline/field or minimum 5 years comparable business experience required, preferably in electrical/electronics. BS Degree preferred, not required.

Contract Negotiation experience strongly preferred

Understanding of Electronic Cable/Harness assemblies and component levels preferred

Detail oriented a must

This job description is not a complete statement of all the responsibilities. Liberty Electronics management reserves the right to change the responsibilities of the stated position.