

**Job Title:** Buyer

**Location:** Hackettstown, NJ

**BASIC FUNCTION AND SCOPE OF JOB:**

The Buyer is responsible to manage, plan, coordinate and implement procurement processes. These materials are to be secured at cost, quality, and delivery competitive levels consistent with company policy and performance standards. This position reports directly to the Director of Global Supply Chain Management.

**WORK PERFORMED:**

- Negotiate pricing and delivery terms analyze, purchase and schedule orders for raw material, services, fixed assets, and tooling. Track deliveries as required for factory operations. Perform tactical purchasing duties (expedites, defers, past due follow ups, etc.)
- Support multiple locations in North America and China for production, NPI, and engineering materials. Works closely with management to resolve component shortages. Responsible for communicating material status to production and management.
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- Effectively manage inventory levels to support production and inventory goals in the USA.
- Proactively resolve problems and discrepancies with pricing, delivery, and quality of purchased commodities.
- Works closely with management to implement global procurement strategies within assigned commodities. Supports as required
- Responsible for tracking PPV and cost reductions within assigned commodities. Reports information to management.
- Builds and maintains strong working relationships with internal customers.
- Maintain and comply with ISO9001, ISO 13485 and customer requirements.
- Other duties as assigned.

**EDUCATION AND TRAINING REQUIRED:**

Bachelor's degree in Business, Economics, or Supply Chain preferred, or a combination of equivalent academic and work experience

**YEARS OF EXPERIENCE REQUIRED:**

1-3 years, electronic component purchasing preferred

**SKILLS AND EXPERIENCE:**

- Demonstrated knowledge of supply chain
- Analytical and problem-solving experience with high attention to detail

- Strong organizational skills
- Ability to handle multiple tasks and prioritization
- Sound interpersonal skills and ability to be a team player
- Excellent Computer skills - Excel, Word and PowerPoint
- Experience with ERP systems
- Ability to work independently in a fast-paced environment
- Good follow-through skills with a strong sense of urgency required

Astrodyne TDI provides equal employment opportunities to all employees and applicants. Our culture is one that provides opportunities for employee involvement, growth, and development. Astrodyne TDI offers competitive salary, paid time off, robust healthcare benefits, and 401(k).

**To Apply:** please email your resume and cover letter to [Beth.Chaplin@astrodynetdi.com](mailto:Beth.Chaplin@astrodynetdi.com) or [Lindsay.Finnigan@astrodynetdi.com](mailto:Lindsay.Finnigan@astrodynetdi.com)