



Requisition #21-006

EMPLOYMENT POSTING

Job Title: Buyer

Department/Work Area: **17 Material Handling**

Overland Park, KS

Job Duties: Procures materials necessary to support the manufacturing schedule on a timely basis while maintaining professional standards in negotiating, purchasing documentation and record keeping. **Duties and Responsibilities:** Generates purchase orders from the MRP and general requisitioned items. Adheres to company and purchasing department policies and procedures. Follows-up and expediting of past due materials. Communicates problem part issues with supervisor and production. Maintains proper material lead times and IMDEF settings in SAP. Negotiates the best possible prices for items purchased while ensuring quality components and reliable deliveries by using discretion and independent judgment. Maintains excellent supplier relationship. Interacts with other departments as needed. Participates and contributes in the Quality Improvement Process. Performs duties as assigned.

Education/Experience: Bachelor's Degree and minimum 2 years in purchasing or equivalent combination or education and experience. Knowledge and use of standard MRP purchasing actions and reports is desired. Skill at performing multiple tasks with deadlines. Effective communication skills for maintenance of supplier relationships, phone negotiations and interdepartmental interaction. Use of Excel spreadsheets is required.

Physical / Mental Demands Ability to cope with pressures from long lead times, back orders and problem suppliers. Good finger dexterity for working on a computer and strong written and verbal communication skills.

Any employee interested in this position may submit a resume to careers@leonardocompany-us.com

Alicia Worthey, Human Resources Director