

**Position:** Buyer

**Location:** Columbus, Ohio

**Description:** Obtains requirements by verifying, preparing, and forwarding purchase orders; verifies receipt of items; authorizes payment.

**Tasks:**

- Work safely, promote safety and abide by all safety rules.
- Purchase stock and non-stock material for production orders, as well as shop and office consumables.
- Assist the Process Engineering and Customer Service department with material costing and sourcing.
- Examines and analyzes departmental purchase requisitions for completeness and accuracy of information; contacts department or initiator to clarify or complete information; determines method to process requisition based on dollar amount, timeliness required, existing open contracts, and/or competitive bidding.
- Negotiate pricing and lead times with vendors.
- Keeps information accessible by sorting and filing documents.
- Follow up on late delivery or quality failures from vendors.
- Verify material needs with shearing, customer service and or engineering.
- Answer the telephone and greet customers and vendors.
- Assist with the yearly physical inventory along with an ongoing cycle inventory in order to eliminate any large yearend adjustments of all materials and component parts.
- Reconcile inventory as needed.
- Review job cards for errors or conflicts.
- Responsible for understanding different metal compositions.
- Generate material and hardware numbers, as needed.
- Review and process invoices for payment.
- Responsible for accuracy and completeness of work to ensure customer satisfaction.
- Maintains work area clean and orderly.
- Performs other duties as assigned.

**Qualifications:**

- Education – Prefer high school diploma or general education degree (GED); with three to five years' work related experience or training; or equivalent combination of education and experience
- Customer and Personal Service — Knowledge of principles and processes for providing customer services.
- Mathematics — Knowledge of arithmetic.

- Computers and Electronics — Intermediate knowledge of MS Word, Excel, Outlook.
- English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar
- Production and Processing — Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.

### **Skills:**

- Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Coordination — Adjusting actions in relation to others' actions.
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Speaking — Talking to others to convey information effectively.
- Time Management — Managing one's own time and the time of others.
- Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Reading Comprehension — Understanding written sentences and paragraphs in work related documents

### **Abilities:**

- Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Oral Expression — The ability to communicate information and ideas in speaking so others will understand.
- Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.
- Speech Clarity — The ability to speak clearly so others can understand you
- Speech Recognition — The ability to identify and understand the speech of another person.
- Written Comprehension — The ability to read and understand information and ideas presented in writing.
- Information Ordering — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- Category Flexibility — The ability to generate or use different sets of rules for combining or grouping things in different ways.

### **Physical Requirements:**

- Primary working position is sitting with arms extended in front of the body with upper body bent forward.
- Standing – Often throughout the day
- Bending – Moderate time throughout the day
- Sitting – Often throughout the day
- Walking - Often throughout the day
- Lifting – 0 to 10 lbs, often throughout the day

### **Environmental Exposure:**

- Factory: Noise to 88 Dbl
- Office: Noise to 70 Dbl or below

### **Print Reading Level:**

- General print reading

### **Personal Tools:**

- Not applicable for this position

**Submit resume to: [lkeate@daytonrogers.com](mailto:lkeate@daytonrogers.com)**