



BUYER

About Us:

Smartrend Manufacturing Group (SMG), Inc., established in 2004, is a leading supplier of customer-specific engineered parts and assemblies for transportation industries and general industrial applications. In 2018, First Light Safety Products (FLSP) was created as a tradename under SMG, to pioneer self-contained illuminated safety products for the pupil transportation industry. In the years since, FLSP has emerged as the market leader for Illuminated School Bus Signs and Fully Illuminated Stop Arms and pursued exclusivity over its products and technologies through considerable investment in proprietary know-how and patent protection.

Summary:

As a **Buyer**, you will ensure the production line is fed with qualified material in a timely manner with a focus on mechanical parts. You will research and qualify new sources that will improve the company's bottom line, while building strategic supplier partnerships. The ideal candidate is detail oriented, thrives in a fast-paced environment and appreciates the challenge of developing and improving processes.

Detailed Duties & Responsibilities:

- Plan and monitor stock levels for purchasing of goods, materials, components or services in line with specified cost, quality and delivery targets
- Issue purchase orders to approved suppliers and approve payments
- Expedite and track orders to ensure timely delivery
- Maintain data quality and integrity within ERP and purchasing tools by updating records of purchased products, delivery information and invoices
- Enter order details (e.g. vendors, quantities, prices) into internal databases
- Perform data analysis to identify cost savings opportunities
- Provide analysis on costs, new and existing and review cost reduction activities
- Monitor and advise on any issues which present risk or opportunity to the company
- Contact suppliers to resolve price, quality, delivery or invoice issues

Knowledge, Skills, and Abilities Required:

- Administer RFP and RFQ bids to bidders, document bid results, assist on sourcing projects
- Purchasing and inventory management skills
- Experience with reading drawings is an asset
- Excellent communication and organizational skills, strong attention to detail
- Solid analytical skills, with the ability to create financial reports and conduct cost analyses
- Strong negotiation skills
- Good knowledge of vendor sourcing practices (researching, evaluating, and liaising with vendors)
- Ability to perform under pressure and handle emergency and stressful situations
- SCMP designation or minimum 5 years of experience in a manufacturing purchasing environment

Share with us your talent, drive, and entrepreneurial spirit and we will provide a creative and supportive environment, where valuable contributions are rewarded and celebrated with professional growth, job satisfaction, and an attractive total compensation program. We offer a benefits package to our employees including:

- Group Insurance Plan
- Paid Vacations

We would like to thank all applicants who apply, however, only those selected for an interview will be contacted.