

Rogerson Aircraft Equipment Group
POSITION DESCRIPTION

COMPANY: Rogerson Aircraft Equipment Group
TITLE: Aerospace Buyer
DEPT: 5620, Material Control
FLSA: Salaried, Exempt
REPORTS TO: Director of Operations
UPDATED ON: November 11, 2021

Position Summary: The Aerospace Buyer reports to Operation Director and also interfaces with Customer Service, Planning, Engineering, Production, Quality, and Accounting department. The Aerospace Buyer must be familiar with reading and understanding drawing/blueprints and flag notes requirements. Expertise required in buying and managing the delivery of electronic components, PCBA, casting, electromechanical devices, machined parts, and other products as needed.

Essential Responsibilities and Duties:

- Demonstrates excellent communication, negotiation, contracting, business acumen, judgment, and project management skills in interfacing with suppliers to negotiate, review and manage risk, product cost, quality, and delivery lead times that meet production, quality, and financial objectives.
- Prepares and manages technical bids, requests quotes, analyzes bids, and proposals and awards the contract.
- Monitor supplier performance/risk and brief management on supplier issues and corrective action plan.
- Responsible for assuring that the production plan requirements for both purchased and Outside Process parts are filled in a timely and cost-effective manner.
- Sourced from approved vendor list, authorized resellers, original component manufacturer, or independent distributors.
- Review, track and process Purchase Request, ensuring correct payment terms and alignment with organization procedure and process.
- Assure that delivery, quality, or pricing problems are promptly conveyed to the vendor and resolved in a timely manner per standard procedures.
- Assure that orders are entered into and updated within the ERP system accurately and timely. All order information is complete, and that the Company's requirements are clearly defined.
- Monitor outstanding lead times for schedules.
- Performs other duties that may be assigned.

Qualifications:

- Ability to read and understand MRP reports, stock status reports, material variance reports, work order travelers, BOM, Sales order reports, Engineering Master, Quote Master, Material Requirements, Manufacturing Window and Building Masters.
- Ability to use Visual ERP System for cost, PO history, lead times, shortages, and quality.
- Ability to read and understand technical drawings/blueprints.
- Ability to prioritize and manage multiple tasks simultaneously.
- Computer Literate (MS Office). Knowledge of database programs. INFOR/Visual ERP systems experience preferred.

- Excellent negotiation and communication skills.

Education and Experience:

- Working knowledge and experience within an ERP system in a manufacturing environment.
- Five or more years of experience in a Buyer role in the aerospace industry is desirable or in a high technology manufacturing industry.
- APICS certification – CPIM / CPM desirable.
- BS / AA degree or equivalent manufacturing experience desirable.