



## Buyer—Electrical & Electronic Components

**Job ID#:** 2022-14A  
**Regular/Temp:** Regular  
**Full-Time/Part-Time:** Full-Time

### 3 Steps to [CME Hiring](#):

1. Complete Application at [ApplicantPro](#)
2. Take **Both** Predictive Index Assessments
3. **Gather Info for Interview:** Last 2 W2's, Complete Background Check Form, COVID-19 Vaccination Card

### **Job Summary:**

Are you someone who enjoys the art of making a deal by using your negotiation skills to get the best price, quality, and meet schedule? If negotiation is your passion, CME would like to speak to you about our Buyer position! As CME's Buyer you will purchase electronic & electrical components, equipment, machinery, tools, and/or services for producing customers designs and products. You will be responsible for strategic purchasing of materials, review ERP requirements, maintain & verify prices as well as lead times. You will manage price variance within budget through skilled negotiation, find & vet vendors, assist with visits and source audits, and ensure on-time/just-in-time delivery.

### **Duties and Responsibilities:**

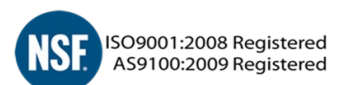
- Conduct research, analyze, and evaluate of suppliers based on price, quality, selection, service, support, availability, reliability, production and distribution capabilities, and the supplier's reputation and history
- Prepare & execute purchase orders, solicit bid proposals, and review requisitions for goods/services
- Purchase the highest quality merchandise at the lowest possible price and in correct amounts
- Maintain program material budgets, quality, and schedule to specifications as well as applicable laws and regulations
- Work with Planner to level load component purchases based on demand schedule
- Assist with analyzing price proposals, financial reports, and bid & proposal efforts
- Negotiate, renegotiate with suppliers, vendors and other representatives
- Monitor shipments to ensure that goods come in on time/resolve problems related to undelivered and/or unacceptable goods/services and determine corrective action
- Other duties as assigned

### **Job Qualifications:**

- Knowledge of: principles and practices of ethical purchasing, Internet research, standards, competitive bidding procedures, inventory standards and control; data collection techniques for



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- establishing sources of supply/product/vendor information; general law of contracts; office procedures and office automation software (word processing, database management).
- Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods
  - Knowledge of computers, electronics, circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming
  - Ability to prepare and present written or oral reports; reproduce established bids; learn to prepare and evaluate new bids; learn practices and principles of government contracting
  - Maintain an effective liaison with vendors, management, staff, and co-workers. Integrity and building customer relationships are a must
  - Ability to read schematics or technical drawings and comparison of BOMs & contractual requirements
  - Knowledge of ERP systems, Deltek Costpoint preferred
  - Familiarity with FAR and DFARS
  - Communicate with all levels of the organization & vendors with excellent interpersonal skills
  - Able to work in a fast-paced environment as well as prioritize, plan and organize work flow

**Minimum Requirements Needed:**

- Bachelor's Degree in the field of Business, Engineering, Manufacturing or Related Field
- 2-3+ years of proven work experience in purchasing
- Positions with CME require access to controlled goods and technologies subject to the International Traffic in Arms Regulations or the Export Administration Regulations. Applicants for these positions need to be "U.S. Persons," as defined in these regulations. Generally, a "U.S. Person" is a U.S. citizen, lawful permanent resident, or an individual who has been admitted as a refugee or granted asylum.
- Background Check, Reference, Credit, Predictive Index (both sections), Drug Test
- COVID-19 vaccinated

**Travel Percentage Required:** Minimal. 0% -10%

[Custom Manufacturing & Engineering, Inc.](http://www.solar4STEM.com) (CME®) is a 25 year old award-winning Tampa Bay small business which designs and manufactures custom-engineered and build-to-print/spec products/systems. Our team works with aerospace/defense and industrial customers to produce cables & wire harnesses, power supplies & distribution equipment, special test equipment. CME is also a big supporter of STEM as well as sustainable efforts & education including: [www.solar4STEM.com](http://www.solar4STEM.com)

CME operates on the EOS System and company focused on a Culture of Accountability. Our 5 Core Values drives everything we do as employees and the results for our customers. CME's 5 Core Values are: Resolves Problems, Works with Energy & Passion, Challenges Themselves, Serves the Customer-Protects CME, and Delivers! To read more about our company culture and values, please go to: <https://www.custom-mfg-eng.com/careers.html> and click on the tab "Culture of Accountability."

**CME is an Equal Opportunity/Affirmative Action Employer.** *All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, protected veteran status, or disability status.*

***In compliance with U.S. federal law, all persons hired will be required to verify identity and eligibility to work in the United States; CME cannot accept any person who does not meet employment eligibility requirements, E-Verify verification, and/or is in the U.S. under a student (F1 and/or OPT, J1, or MI) or temporary work visa.***

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**Removal Date:** 01-June 2022