

Job ID: 2021-23C
Regular/Temp: Regular
Full-Time/Part-Time: Full Time
Submit Reply and Resume to: CMEHR@custom-mfg-eng.com

MUST complete Predictive Index test before applying:

<https://assessment.predictiveindex.com/54R/0c973654-00d5-41e8-99e9-d831e579c2a8?type=candidateba>

Job Summary:

As CME's Buyer you will purchase machinery, equipment, tools, components/parts, supplies, and/or services for producing customers designs and products. You will also solicit bids, find and vet suppliers, and negotiate prices, deliveries and schedules to maintain a diverse supplier base to meet budget, schedule, and quality requirements for each product/program. If you have a passion for negotiating, we want to speak to you!

Duties and Responsibilities:

- Purchase the highest quality merchandise at the lowest possible price and in correct amounts
- Assist in preparing purchase orders, solicit bid proposals, and review requisitions for goods/services
- Assist in the research and evaluation of suppliers based on price, quality, selection, service, support, availability, reliability, production and distribution capabilities, and the supplier's reputation and history
- Work with Planner to level load component purchases based on demand schedule
- Assist with analyzing price proposals, financial reports, and other data and information to determine reasonable prices
- Negotiate, renegotiate with suppliers, vendors and other representatives
- Monitor shipments to ensure that goods come in on time/resolve problems related to undelivered goods
- Confer with staff, users, and vendors to discuss defective or unacceptable goods or services and determine corrective action
- Evaluate and monitor contract performance to ensure compliance with contractual obligations and to determine need for changes
- Maintain and review computerized or manual records of items purchased, costs, deliveries, product performance, and inventories
- Maintain program material budgets to order materials on time and at cost which meet quality specifications as well as applicable laws and regulations
- 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 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

- Market research including conduct studies, analyze and evaluate data, and make recommendations
- 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
- Perform arithmetic calculations, such as calculating interest, discounts, and shipping charges
- Use common units of measure; maintain an effective liaison with vendors, management, staff, and co-workers. Integrity and building customer relationships are a must
- Work with relative independence and attention to detail
- Ability to read schematics or technical drawings and knowledgeable in the use and practice of BOMs
- Knowledge of Deltek ERP Costpoint software
- Familiarity with Crystal Reports
- Familiarity with FAR and DFARS
- Communicate with all levels of the organization with excellent interpersonal skills
- Able to work in a fast-paced environment as well as prioritize, plan and organize work flow

Minimum Requirements Needed:

- High School or AA/AS degree (trade or tech school) from an Accredited College/University
- Bachelor's Degree in Finance from accredited university or related field
- Between 2-3 years of related buying experience
- 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.
- Successful Passage of Required Screenings & Tests: Background Check, Reference, Credit, and Drug Testing

Travel Percentage Required: Minimal & Usually Local to Vendors. 0% -5%

An award-winning Tampa Bay small business for two decades, Custom Manufacturing & Engineering, Inc. (CME®) delivers Engineering, manufacturing, test, and calibration/repair services to Government and Industry. Join us at CME, where one can "Use Our Expertise to Design & Build Your Solutions" CME's culture is embodied by Core Values that are focused on: Serving the customer while protecting CME, delivering quality products and services as required, solving problems, working with energy and passion, and encouraging and developing employees that challenge themselves. As a strong supporter of Science, Technology, Engineering and Math (STEM) and other select charitable initiatives, CME promotes and encourages employee community support to nonprofit organizations or educational institutions, especially for mentoring and school/student support. Most of CME's products and services are focused on the development and manufacturing of energy efficient and sustainable products such as more efficient power supplies, intelligent power distribution units, energy saving solar panels, and other electronic systems, end products, or components. (www.custom-mfg-eng.com).

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.* As a U.S. defense contractor CME is also subject to additional rules and regulations regarding the hiring of foreign persons. **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 for employment 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 M1) and/or temporary work visa.** For the purposes of clarification, the I-9 defines eligibility of an employee as a: U.S. citizen, permanent resident card or alien registration card (Form I-551), a person with a temporary I-551 stamp on their passport or U.S. immigrant visa, and/or passport from the Federated States of Micronesia (FSM) or Republic of the Marshall Islands (RMI) with Forms I-94 or I-94A indicating nonimmigrant admissions under Compact of Free Association between the U.S. and FSM or RMI.

Removal Date: November 1st 2021