



Electrical/Electronic Components Buyer II

JOB DESCRIPTION

Job ID#: 2020-04A
Regular/Temp: Regular Employee
Full-Time/Part-Time: Full-Time
Submit Reply and Resume to: CMEHR@custom-mfg-eng.com

1st Step of candidacy requires **completion** of an online assessment: <https://assess.predictiveindex.com/p5nJ1>

Job Summary: We have a challenging opportunity for the right leader in sunny Florida to become an Electrical/Electronic Components Buyer to provide support to Operations (Engineering & Manufacturing) and Business Development. **This job require a high degree of specialized expertise and skill in maintaining established standards of quality and accuracy.** Drive, determination and a self-disciplined approach to achieving results that meet these established criteria are necessary for successful job performance.

Buyer should have an understanding of FAR/DFAR requirements and QMS policies to support all aspects of development, production, and test activities of medium-mix, medium volume engineer & manufacturing environment. Buyer is to procure CME's products & services, support new business development, create innovative products/solutions, and positively impact revenues.

The buyer must be able to communicate with both distributors and component manufacturers to quote, negotiate, place and monitor orders supporting the organization's production schedule. Identify alternate sources of supply when schedules are impacted by material lead-time constraints. Support supplier qualification activities as needed. Additionally must support bid and proposal efforts with quotations and cost and lead-time estimates. Utilize experience and knowledge to continually drive procurement activity towards lowest total experience cost.

Job Characteristics:

- Varied/Multiple Activities on Simultaneous products/projects for Procurement in Fast-paced environment
- Technical & Analytical Focus on Work within established standards & guidelines
- Expertise-based Problem/Solutions: High Quality & Alternative Parts at Lowest Price
- Quick Decision Making in defined span of control.
- Ability to read schematics, drawings, & parts lists
- High standards, high quality work is of utmost importance
- Communication with multiple team-members and customers; Regularly & Maintaining Updates w/ Management on Progress of Components/Products/Projects
- Structured, organized and efficient work expected of self and others
- Big picture, strategic decisions, well thought out and analyzed
- Calculated risk-taking
- Collaboration with others in design, manufacturing & testing processes
- Work will primarily be done singularly with some involvement from others

DUTIES AND RESPONSIBILITIES



AS9100D with ISO 9001:2015
Registration
ISO/TS 16949 Conformance



*Use Our Expertise to
Design and Build
Your Solutions!*



- **Procure Electrical/Electronic Components (High Quality, varied quantity, at the lowest price & assure delivered in correct amounts at to defined deadlines) to meet budget & customer requirements** for products and systems used for commercial and industrial purposes.
- Researching components, vendors, & Ensure that qualifications are met for FAR/DFAR requirements and flow-down of contract requirements upon vendors meet customer design & manufacturing processes/requirements/specifications.
- Prepare/initial RFQ's/RFP's, purchase orders and amendments, solicit competitive bid proposals, and review requisitions for goods and services while securing and analyzing quotations, negotiating prices and terms with vendors, and making recommendations for cost, quality, and deliver competitiveness.
- Adjust/Modify Purchase Orders in Timely Fashion to meet CME deliverable requirements through negotiations/renegotiations with suppliers/vendors
- Monitor shipments to ensure that goods come in on time and resolve problems related to undelivered goods, quality of goods, and/or quantity of goods. Additionally coordinate delivery and installation confirming all products are received in condition consistent with request or bid.
- Confer with staff, users, and vendors to discuss defective or unacceptable goods or services and determine corrective action including but not limited to refunds, returns and/or repairs of components/products.
- Studies market prices and trends, engineering developments, and manufacturing method improvements applicable to assigned responsibilities; advises/recommends company activities with concurrence of a manufacturing manager and/or the director of operations.
- Research, evaluate, and qualify suppliers through surveys, on-site visits, and other methods on the basis of price, quality, selection, service, support, availability, reliability, production and distribution capabilities, and the supplier's reputation and history.
 - Obtain information from interviews, site visits, seminars, trade shows, Internet, commercial and technical publications, and other contacts to develop and maintain an effective qualified vendor base.
- Analyze and solicit competitive price proposals, financial reports, and other data and information to determine reasonable prices which may be used in quotations, informal/formal bids.
- 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.
- Determines customer needs and expectations through contact with staff or needs assessment techniques.
- Assists other departments/personnel in the evaluation of goods and services as needed.
- Keeps in constant contact with appropriate personnel to insure satisfactory operations.
- Provide reports on KPIs for PPV, Expediting Costs, and product pricing with lead time.

JOB QUALIFICATIONS

- **Ability to read drawings/schematics.**
- Ability to work in fast-paced environment achieving results in a short period of time as well as meet deadlines and on Budget
- Organizational Skills and Technical Competency & Capability for Manufacturing and Processing — Knowledge of raw materials, manufacturing processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.
- Knowledge of Computers and Electronics — such as circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
- Knowledge of purchasing principles, procedures, and terminology; methods of invoicing including shipping and handling charges, including discounts, taxes, laws, rules, and regulations.

- Excellent PC Skills in the Microsoft Office programs (Excel, Word, PowerPoint, Outlook, Windows 7/8/10); Knowledge of CAD and/or Solidworks Software
- A fast learner and good listener.
- Experience with an ERP System preferably Deltek Costpoint or similar systems
- A proven ability to organize and effectively manage multiple projects, deadlines, and on budget.
- Strong written and oral communications skills.
- An orientation toward superior customer service.
- Ability to work independently *and* collaborate with teams.
- Enthusiasm for CME's clients (internal & external) and their missions.

MINIMUM REQUIREMENTS NEEDED:

- **Must have 3-6 years of procurement experience, preferably in electrical/electronic design and/or the manufacturing industry.**
- **Bachelor's Degree** from an Accredited College/University **or equivalent experience.**
- **Successfully Pass: Background Check, Drug Screening, Reference & Credit Checks.**
- **Positions with CME require access to controlled goods and technologies subject to the International Traffic in Arms Regulations or the Export Administration Regulations.**

Travel Percentage May Be Required From Time to Time: 5-10%

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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 & 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).

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Removal Date: 31-March-2020