



Calvary Automation

Job Title

Buyer / Segment Manager

Company Profile:

Recognized as a leading manufacturer of special machines, turnkey automated systems, and specialized fixturing. (website: www.calvauto.com)

Job Description

The typical role of a Buyer / Segment Manager, in concurrence with our Materials program objectives, primarily concentrates on the procurement of products and services for a “segment of similar types of products/services”. Specifically, the day to day tasks include but not limited to:

1. Responsibilities: *(Plan, Analyze, Negotiate & Report)*
 - a. Negotiating Component Costs
 1. Learn Manufacturing Costs.
 2. Learn Cost to Warehouse.
 3. Learn about Potential Vendors.
 4. Learn the Product vs. the Engineering Needs.
 5. Spot buys and Contractual arrangements.
 - b. Qualifying, Selecting & Ranking Major Suppliers.
 1. Manage “Approved Supplier List”
 - c. Interact with Engineers
 1. Define and Prioritize greatest potentials for savings.
 2. Find and Evaluate Equivalent Components.
 3. Find and Evaluate New Components.
 4. Maintain a strong presence in major Design Reviews.
 - d. Gain Specific Product Knowledge.
 - e. Analyze Program Progress against corporate periodic goals and revise as needed to achieve goals.
 - f. Understand Engineering Principles, Problems & Solutions.
 - g. Enter Purchase Orders, expedite and follow up when necessary.

In summary, the primary objective of this position is to support Sales & Marketing with a tool that facilitates alternative quotes to our customers at a substantial cost reduction. Adherence to our Materials program objectives is to reduce acquisition costs and establishing product Standards within the assigned Segment. This position reports to the Materials Manager.



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Qualifications

- 7-10 Years experience in Purchasing.
- Proven cost savings record and negotiating success.
- Excellent verbal and interpersonal skills.
- Exceptional attention to details.
- Proficient with computer entry accuracy and speed. Excel and Word software.
- Exceptional orientation toward satisfying customers and understanding impact on others.
- Flexible / Motivated / Organized / Dependable / Multi tasking Experience.
- Integrity

Experience

- Associates Degree Minimum. 4 year preferred.
- Vendor Managed Inventory.
- Logistics background.
- Familiar with mechanical drawings & electromechanical components and assemblies.
- Sub-contract manufacturing.
- Supply agreements.

Employment Expectations

- Typical work week is 45 hours/week.
- Hours typically begin at 7:00 AM. Lunch is 30 minutes each day.
- Adherence to company employee practices.
- Direct involvement with all Calvary employees and Suppliers. Appropriate courteous and professional handling of responsibilities in a timely fashion to represent our organization well.

Salary Range \$40,000-\$45,000 annually

Benefits

Health Insurance, Dental Insurance, 401K, Flexible Spending, Holidays, Life Insurance and Vacation

Submit Resumes To

Calvary Automation
Attn: Human Resources
45 Hendrix Road
West Henrietta, NY 14586
Email: hrdept@calvauto.com