

Project Buyer

JAVAD EMS, San Jose, CA

JOB DESCRIPTION:

JAVAD EMS is looking for an organized and detail-oriented Project Buyer, to join our team.

This person will procure electronic components, custom PCBs, and electro-mechanical parts using the ERP system and in accordance with prescribed purchasing procedures, as needed. This position requires the use of initiative and independent judgment.

Our ideal candidate has 5+ years of experience.

Candidate must have the capacity to comply with federally mandated requirements of U.S. export control laws. Pursuant to the EAR and the ITAR, a U.S. Person includes : any individual who is granted U.S. citizenship; or. any individual who is granted U.S. permanent residence ("Green Card" holder); or. any individual who is granted status as a "protected person" under 8 U.S.C.

JOB RESPONSIBILITIES:

- Purchase electronic components, PCBs and electro-mechanical parts for ongoing projects, using MRP demand reports, identified source plans and clear to build reports.
- Produce "Clear to Build" reports for manufacturing planning purposes, as well as assisting the Team in acknowledging customer purchase order due dates.
- Monitor supplier action reports for any delivery or cost changes, as reported by suppliers.
- Minimize, monitor and dispose of excess and obsolete materials or last time buy components.
- Provide material analysis and disposition related to customer Engineering Change Orders.
- Resolve invoicing and debit memos with suppliers.
- Report Team statistics, as required.

SKILLS and ABILITIES:

- Solid analytical skills and attention to detail.
- Must have solid understanding of how ERP systems function.
- Effective verbal and written communication skills.
- Ability to manage multiple projects and meet deadlines.
- Self-starter, able to complete tasks with minimal supervision

- Working knowledge of AS9100 compliant Quality Systems and AS9102 reporting requirements.

EDUCATION AND EXPERIENCE:

5+ years of buying experience, or an equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

Electronic manufacturing services work experience is preferred.

If you are interested in this position, please send your resume to hr@javadems.com