BACKGROUND
Laird Manufacturing is headquartered in Merced, CA. Our products collect, mix, and deliver feed for dairy and beef producers around the world. We have over 100 employees in our Merced Manufacturing and Service locations, Tulare Service Center, and distributed Sales offices. This dedicated team delivers excellent products and services through our domestic and international dealer network.
Our various machines use the best components from 75+ suppliers. We are looking for a self-motivated individual to help Laird grow its volume and product offering by applying creative hard work to supply chain challenges.

SUMMARY
The buyer anticipates, discovers, and reacts to parts shortages; takes appropriate action to prevent or recover from shortages; issues and follows-up on purchase orders with urgency dictated by the situation; manages request for quote process; maintains and builds relationships with suppliers.

PRIMARY RESPONSIBILITIES
1. Interact with department leads and managers to assess current supplies and demand for assigned commodity groups
2. Using MRP and other planning tools, anticipate, discover and react to material shortages
3. Take appropriate action to prevent or recover from shortages
4. Place and follow-up on purchase orders with urgency dictated by the situation
5. Discover and implement best-value alternative parts and suppliers
6. Leverage all data available to make the best possible supply decisions
7. Research and correct shipment and invoice discrepancies
8. Learn and use just-in-time and lean manufacturing methods
ADDITIONAL RESPONSIBILITIES
1. Follow safe work practices
2. Project a professional company image through personal, email and phone communication
3. Work within standard operating procedures and recommend improvements
4. Maintain a clean work area
5. Provide on-the-job training for new employees
6. Be willing and able to work overtime
7. Other duties as assigned
KNOWLEDGE AND SKILL REQUIREMENTS
1. Basic reading, writing, and arithmetic skills required. This is normally acquired through a high school diploma or equivalent. Completion of post-secondary education preferred.
2. Computer literate with the ability to learn enterprise management and general office software applications. Demonstrated beginning Excel skills desired.
3. Duties require professional verbal and written communication skills and the ability to type 30 wpm. This is normally acquired through one to three years of office experience.
4. Ability to work toward solutions with the manufacturing floor, senior management, and suppliers.

WORKING CONDITIONS
Working conditions are normal for a manufacturing environment. This position requires frequent and sometimes extended duties in the warehouse and on the manufacturing floor. Safety glasses are required in any production area. Hearing protectors and work boots might also be required. Loose-fitting clothing and jewelry are not permitted. Must maintain an unrestricted driver’s license.

PHYSICAL CONDITION
1. Lift, carry, hold and manipulate objects weighing in excess of 50 pounds 30 percent of the time
2. Bend at the waist and reach overhead with no restrictions
3. Able to stand on feet for the duration of shift
4. Manual dexterity required for operating machinery and computers. Skill and ease in using both hands