



CRYSTAL CABINET WORKS, INC.

POSITION DESCRIPTION

Job Title: Buyer

Pay Level:

Exemption Status: Non-Exempt

Department: Purchasing & Receiving

Authorization: _____
President

Date: July 12, 2016

JOB SPECIFICATIONS

FACTOR

LEVEL

Education:

High School plus 2 years

Related Experience:

2 years

Supervision Given:

None

Supervision Received:

Purchasing & Receiving Manager

Job Summary:

The Buyer is responsible for procuring materials, components and supplies needed to insure uninterrupted production and minimal inventory levels.

Essential Specific Job Duties:

1. Participates in the development of and maintains the implementation of **Crystal Cabinet Works, Inc.** purchasing policies and procedures.
2. Establishes and approves sources of raw materials and supplies within the limits of delegated authority.
3. Receives purchase requisitions and processes orders in a timely fashion.
4. Secures bids and receives quotations on purchases as needed.
5. Coordinates negotiation with vendors on improving quality, delivery, pricing, etc. of materials.
6. Maintains a positive working relationship with vendors.
7. Meets with new vendors when appropriate to research and analyze their capabilities.

Essential Specific Job Duties (Continued):

8. Meets with vendors to reconcile quality problems.
9. Keeps abreast of changes, developments and new products in his/her area of responsibility and advises management of potential applicability.
10. Interacts with quality and manufacturing departments on specifications needs.
11. Enters and adjusts information in the ERP system as needed.
12. Fills in for and backs up Buyers and Inventory Assistant as needed.
13. Participates in Product Development projects.
14. Expedites orders as necessary to meet manufacturing requirements.
15. Communicates frequently with internal customers (Customer Service and manufacturing).
16. Communicates and interacts with all team members company-wide in a positive fashion.

Essential Universal Job Duties:

17. Improves self in any way possible to enhance job performance.
18. Promotes **Crystal Cabinet Works, Inc.**, its mission, values, programs and achievements to the public and other employees.
19. Identifies organizational problems and opportunities for improvement and brings solutions and suggestions to management's attention.
20. Functions as a team member by assisting, supporting and encouraging other employees in any way possible

Non-Essential Job Duties:

21. Performs related work as required, willingly and eagerly.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Descriptive factors are defined and abbreviated as follows:

- N/A – Not applicable
- O – Performed occasionally 20 –50%
- EF – Essential function: Essential job functions are defined as those responsibilities that are required to be done by the job.
- S – Seldom performed 1-20%
- R – Performed regularly 50 – 100%

| Physical Demands | N/A | S | O | R | EF | Working Conditions | N/A | S | O | R | EF |
|----------------------|-----|---|---|---|----|----------------------------|------------|----------|----------|----------|-----------|
| Standing | X | | | | | Extreme Heat 80 > degrees | X | | | | |
| Sitting | | | | X | X | Temperature Changes | X | | | | |
| Lifting 0 – 30 lbs. | X | | | | | Noise > 80 decibels | X | | | | |
| Lifting 30 – 50 lbs. | X | | | | | Vibration | X | | | | |
| Lifting 50+ lbs. | X | | | | | Heights | X | | | | |
| Carrying 0-30 lbs. | X | | | | | Work Outdoors | X | | | | |
| Carrying 30-50 lbs. | X | | | | | Work with People | | | | X | X |
| Carrying 50+ lbs. | X | | | | | Work around People | | | | X | X |
| Pushing | X | | | | | Work alone | | X | | | X |
| Pulling | X | | | | | Substance Exposure | N/A | S | O | R | EF |
| Grips/Grasps | | X | | | X | Acids, Corrosives | X | | | | |
| Finger Movement | | | | X | X | Epoxies | X | | | | |
| Reaching/Stretching | X | | | | | Dust | X | | | | |
| Walking | X | | | | | Fumes | X | | | | |
| Climbing | X | | | | | Mists | X | | | | |
| Running | X | | | | | Gases | X | | | | |
| Jumping | X | | | | | Chemicals | X | | | | |
| Rapid Work Speed | | | | X | X | Body Fluids | X | | | | |
| Bending | X | | | | | Equipment | N/A | S | O | R | EF |
| Speaking Clearly | | | | X | X | Motor Vehicles | X | | | | |
| Hearing Conversation | | | | X | X | Hand Tools | X | | | | |
| Hearing High Acuity | X | | | | | Machinery | X | | | | |
| Seeing – Near | | | | X | X | Machine Tools | X | | | | |
| Seeing - Far | | X | | | X | Lifts | X | | | | |
| Depth Perception | | | | X | X | AV Equipment | X | | | | |
| Color Perception | X | | | | | Personal Computer | | | | X | X |
| Typing/keyboarding | | | | X | X | Office Machines | | | | X | X |
| Writing | | | | X | X | Protective Clothing | N/A | S | O | R | EF |
| Filing | | | | X | X | Facial Covering | X | | | | |
| | | | | | | Latex/Vinyl Gloves | X | | | | |
| | | | | | | Safety Glasses | | X | | | X |
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