

## Job Description

**Job Title:** Buyer

**AlterG** is looking for a talented, self-motivated, organized and committed individual for the Buyer position to support our manufacturing operations at our headquarters located in Fremont, CA. This is a fully time, non-exempt job reporting to the Senior Supply Chain Manager.

**Position Overview:** Review, plan, interpret and implement material requirement purchases of machined, fabricated, electronic components and assemblies per MRP action reports to meet AlterG business plan and forecast objectives.

**Responsibilities/Essential duties include the following:**

- Maintain parts master information for assigned parts, determine lead time and make recommendations for standard cost changes
- Work closely with Operations staff to expedite resolution of material shortages to maintain production requirements.
- Receive output from MRP system, interpret and place orders with approved suppliers for material to support production plan. Flexible to handle changing needs and purchasing requirements.
- Create and manage PO's to suppliers based upon actual demand
- Review production schedule and MRP action reports to ensure parts are received to maintain weekly production needs.
- Track open PO's for on-time delivery. Expedite as required. Ability to compare actual needs with system needs and purchase accordingly.
- Work with QC and supplier to disposition non-compliant items using MRB guidelines.

**Experience/Qualifications:**

This motivated team player must possess the following experience, abilities and skills:

- Minimum 2 years purchasing in an electronics manufacturing environment and/or engineering environment including knowledge of machined, sheet metal, paint, and plating and processes
- Solid understanding of MRP/ERP systems and applications, BOM structures, ECO's, and material planning procedures. NetSuite / Demand Caster knowledge a plus
- Excellent verbal and written communications skills
- Ability to work well across departmental lines, must interface with internal and external personnel at all levels
- Strong organizational skills with the ability to manage multiple tasks in a deadline-oriented environment
- Computer literacy and proficiency with MS Office applications
- High School Degree required. AA Degree preferred, ISO also a plus.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents may be required to complete other miscellaneous responsibilities as required.

**Minimum Qualifications:** To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

If you are interested, submit your application, including your resume, to [careers@alterg.com](mailto:careers@alterg.com).