BUYER

Posting ID: EM17611539
Company: Scientific Games
Position Type: Full-Time
College Major(s): Electrical/Computer Engineering (EE/CpE), Computer Science (CS)

Company Website: http://www.scientificgames.com/
Work Location: Las Vegas, NV
Salary:
College Level(s): Undergraduate-Senior, Graduate Student, PhD. Student

OVERVIEW

The person in this position sources, negotiates, and procures raw materials, components, and subassemblies as required to support and maintain manufacturing schedules. Identifies manufacturing needs and suppliers, and arranges deliveries of materials.

Roles and Responsibilities
• Maintain and update raw material inventories to meet company demands and guidelines
• Orders materials to ensure availability as needed
• Establishes schedules for manufacturing process based on customer needs
• Revise schedules as required and inform appropriate personnel
• Coordinates activities between Engineering, Manufacturing, and Finance
• Reviews bills of materials and blueprints for accuracy and integrity
• Monitors quality of on-time performance of incoming materials
• Prepares surveys, reports, and analyses as assigned
• Maintain Material Requirement Planning (MRP) database
• Notifies vendors of Engineering Change Notices (ECN) and discrepant materials
• Purchases materials, equipment, and services for manufacturing, engineering, and facility requirements within assigned product lines and dollar limits
• Negotiates price to achieve cost containment/reduction, particularly targeting high cost or high volume items
• Make decisions and/or recommendations on economic order policies
• Establishes delivery commitments with vendors in accordance with required schedules
• Obtains multiple quotes whenever possible or as directed
• Establishes blanket orders whenever possible or as directed
• Assists in expediting critical orders as required assuring on-time delivery
• Obtains authorization from requestor for any substitution for a specified part
• Performs other duties as needed upon request by immediate supervisor
Education and Qualifications
Training and/or Experience:
• 3-5 years in an Electro-mechanical purchasing environment

Education:
• BA/BS Degree in Business or technical field and/or equivalent direct work experience

Preferred Skills

Knowledge, Skills, & Abilities:
• MAPICS inventory certification and Just-In-Time exposure
• Computer experience
• Certification with MAPICS system
• Good communication skills, both verbal and written
• Knowledge of shipping and receiving
• Knowledge of industry products
• Ability to communicate with associates and vendors
• Ability to handle multiple tasks simultaneously
• Ability to solve problems and make decisions

How to Apply