

**Job Title: Buyer**

**Location: WORD Rock Drills – Elon, NC**

**Employment Type: Full-Time**

### **Job Summary:**

WORD Rock Drills, a leading manufacturer of rock drilling attachments, is seeking a motivated and detail-oriented **Buyer** to join our team in Elon, NC. This position is responsible for sourcing, purchasing, and managing the inventory of materials and components required for manufacturing our rock drilling attachments. The Buyer will work closely with **Engineering, Operations, and Marketing** to ensure that all purchasing needs are met efficiently and cost-effectively.

### **Key Responsibilities:**

- **Procurement & Supplier Management:** Source and purchase materials, components, and supplies to support production needs while maintaining cost and quality standards.
- **MRP & Inventory Management:** Utilize an **MRP system** to manage purchasing activities, ensuring optimal inventory levels and minimizing excess stock. Experience with **Fishbowl** is a plus.
- **Cross-Functional Collaboration:** Work closely with **Engineering** to procure new parts, **Operations** to meet production schedules, and **Marketing** to support promotional needs.
- **Vendor Negotiations & Relationships:** Develop and maintain strong relationships with suppliers to ensure timely deliveries, competitive pricing, and high-quality materials.
- **Process Improvement:** Continuously seek ways to improve purchasing processes, reduce costs, and enhance efficiency within the supply chain.
- **Order Tracking & Issue Resolution:** Monitor purchase orders, track deliveries, and address any discrepancies or delays with suppliers.
- **Compliance & Documentation:** Ensure all purchasing activities align with company policies, industry regulations, and quality standards.

### **Qualifications:**

- **2+ years** of purchasing experience in a manufacturing environment, preferably in metal fabrication or machinery production.
- Strong understanding of **MRP systems** and purchasing processes. Experience with **Fishbowl** is a plus.
- Excellent negotiation, problem-solving, and organizational skills.
- Ability to work collaboratively across departments to meet company objectives.
- Strong attention to detail and ability to manage multiple priorities in a fast-paced environment.
- Proficiency in Microsoft Office (Excel, Word, Outlook) and familiarity with ERP/MRP software.