



D & V Electronics is a Manufacturer and Supplier of state-of-the-art test solutions for the Automotive and Aerospace Electric Vehicle Markets. Our USA facility located at Auburn Hills, MI and Binghamton, NY is currently looking for an Electronics Buyer. If your qualification and experience meet our need, we invite you to apply for the following position:

Position Title: Electronics Buyer – USA

Purpose:

- To establish and maintain a component inventory control system
- To procure electronic components and custom parts at the lowest price and best value terms; maintaining quality standards and appropriate/expected delivery date and time
- To maintain bills of material (BOM) as required

Responsibilities:

- Purchase all electronic components, and custom parts, as required
- Plan, organize, prioritize, and report the purchasing order requirements; based on the delivery date, lead time, late delivery etc.
- Expedite vendor inquiries, concerns etc.
- Follow-up with Vendors on purchase orders; to ensure all components and parts etc. arrive on time, pricing issues tackled and unmatched purchase orders, on an invoice are resolved
 - When the vendor is past due, missing items, wrong item etc. advise the General Manager and take action as directed
- Responsible to negotiate and attain quotes for electronic components and related items
- Process RFQ documents
- Establish and maintain a component inventory system; to accurately track costs of electronic components and custom parts, valuation for each inventory item and item-specific costs i.e. kitting parts
 - Process data entry as is required for, safety stock updates, new part information etc.
 - Maintain the BOM as required
- On a daily basis print MRP reports, as required, and submit to the Purchasing Manager for review
- Complete NCR's (non-conformances); ensure action is taken, to minimize a re-occurrence(s)
- Check MDR's (material discrepancy report) daily
- Follow-up and confirm EOQ (economic order quantities), and re-order points for all purchased parts

Education/Experience:

- Post-secondary or diploma in purchasing or equivalent experience
- 3-5 years' experience in a similar role; working in the electronics manufacturing industry
- MRP computer literacy with hands on experience in buying, planning and / or inventory system is required
- Proficient in MS office both Word and Excel is required
- Excellent interpersonal and communication skills required
- Good planning and organizational skills required
- Analytical and Problem-solving skills required
- Good attention to detail required
- Polite and professional at all times
- Excellent customer service skills required
- Able to navigate the web and e-mail tools

D & V Electronics values their employees. We encourage life-long learning and foster employee personal growth. If you're someone who enjoys working in a creative and innovative work environment, and would like to join our team, please submit your resume and covering letter to: careers@dvelectronics.com

We thank all applicants for their interest in our organization, however; only those selected for an interview will be contacted.