

West Coast Quartz is a world leader in the manufacturing of quartz and silicon products for the semiconductor and solar industries with headquarters in Fremont, California. WCQ is a privately held company and has been in business since 1981. Due to heightened demand for our products, we are looking for a candidate to join our fast paced, energetic company as a:

BUYER

Description: The position of **Buyer** is responsible for procuring materials and services for the company. The Buyer, will negotiate with vendors for the purchase of all materials, supplies, equipment and services used.

Position Responsibility:

Review requisitions, generate purchase orders and submits RFQ's. Follow-up on existing purchase orders and update records in ERP for accuracy with respect to due dates, promise dates, quantities, etc. Work with accounting to reconcile disputed invoices.

Analyze product requirements and recommend adjustments to min / max / safety stock levels as needed.

Acquire Return Merchandise Authorization from suppliers on shipments sent in error. Follow up with the supplier and our accounting department to verify a credit and or refund has been received against the return.

Organize meetings with suppliers to discuss special projects, new product, pricing, terms & conditions, lead times, features and accessories on equipment, etc.

Attend meetings as required to update Supervisors or Customer Service on material availability. Expedite tooling, raw materials on time sensitive jobs for our customers.

Provide necessary data to Accounting to setup new vendors as required.

Actively participate in department/shift/team meetings.

Requirements:

Computer skills including ERP systems (Epicor/Vantage preferred) and Microsoft Office are essential for daily purchasing activities. Excellent communication and interpersonal skills, ability to work independently, with responsibility and accountability for work product. Present in a professional manner, be detail-oriented, well organized, and have ability to work in a fast paced environment Ability to communicate with all levels. Organizational skills are a must in order to keep up with the day-today-day operations.

Minimum 5 years of experience as a buyer in a manufacturing industry.

Please respond to jobs@wcq.com in Word format ONLY
West Coast Quartz is an Equal Opportunity Employer