



HEXAGON

## JOB POSTING

<b>Job Title:</b> Buyer	<b>Job Level:</b> IC2 <b>Status:</b> FT Salary Exempt
<b>Reports To:</b> VP of Procurement	<b>Department:</b> Procurement
<b>Location:</b> Lincoln, NE	<b>Post Date:</b> January 2020

### **Job Summary:**

Responsible for the purchase and negotiation of raw materials, equipment, supplies and outside services. Evaluate supplier quotes and manage all suppliers with a focus on cost, terms and lead time. Pursue new or alternative sources as required. Communicate issues with suppliers and internal customers with respect to delivery, warranty and quality issues.

### **Duties and Responsibilities:**

- Performs all purchasing functions for materials and services.
- Responsible for requirement solicitation, placement and administration of purchase orders and subcontracts.
- Work closely with Sales, Engineering and Materials Management to coordinate purchases for best price with on-time delivery
- Issue request for quotation and compile bids
- Selects suppliers based on best value to the organization.
- Executes purchase orders for requested goods and services; expedites deliveries as required and manages supply base to meet delivery schedules.
- Monitors and communicates order status with all internal customers; coordinates changes when needed.
- Plans and controls work to meet all scope and deliverable commitments within schedule and budget.
- Continuously improves upon and applies principals of sound subcontract management.
- Supports the acquisition of goods and services that conform to technical and quality requirements.
- Complies with company policies and procedures and the management of supplier activities.
- Continues to actively search for other sources and solicits for goods and services.
- Supports corporate and site specific KPI development.
- Other duties as assigned.

### **Supervisor Responsibilities:**

- The job has no supervisory responsibilities

### **Education & Qualifications:**

- Bachelor's Degree in Business or related field or equivalent experience and training
- Plus, 3 – 5 years of prior purchasing experience
- ERP System and ISO9000 experience preferred, EPICOR a plus

### **Knowledge, Skills and Abilities:**

- Prior knowledge of appropriate supplier negotiation, bidding, pricing tactics and practices
- Solid negotiation skills with the ability to be persuasive, assertive, tenacious, and confident
- Strong problem-solving skills and a desire to create solutions.
- Must have demonstrated and effective interpersonal, oral and written communication skills with the ability to professionally interact with internal and external customers; respond to common inquiries or complaints from customers and regulatory agencies.
- Ability to write correspondence that conform to prescribed style and format.



HEXAGON

- Ability to establish and maintain rapport and effective communication with diverse levels within company and external customer organizations.
- Prior experience working under tight deadlines with shifting priorities.
- Must have the ability to work in sensitive and confidential situations.
- Ability to define problems, collect data, establish facts, and draw valid conclusions with ability to deal with abstract and concrete variables.
- Must have above average MS Office skills

**Physical Demand & Work Environment:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to sit for long periods of time at a computer and use hands to finger, handle, or feel. The employee is moderately required to stand, walk, reach with hands and arms; stoop, kneel or crouch; talk and hear. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.
- Must be able to work extended hours (month end / quarterly / year-end) when business needs require. This position primarily works in the office but may require to be on the plant production floor and therefore subject all PPE requirements which may include: safety glasses, ear protection, & steel toed boots.

**Apply**

Internal Applicants:

Complete an internal application and submit it to Human Resources

External Applicants:

Email your resume to: [applymp@hexagongroup.com](mailto:applymp@hexagongroup.com) OR mail your resume to:  
Hexagon USA Holdings, LLC  
Attn: Manager, Talent Acquisition  
5150 NW 40th Street  
Lincoln, NE 68524