



Job Description

Job Title	Buyer
Department	Purchasing
Reporting Manager	Procurement and Material Planning Manager
Company	DBUSA
Location	Homestead Florida, USA
Date Updated	October 6 th , 2021

General Summary:

The Buyer is responsible for managing the materials for manufacturing production processes, and ensure that the required material to use in our equipment is in stock and available.

Principal Responsibilities:

- Review factory orders assigned and generate the work orders into the JDE system.
- To plan and procure materials and meet the sales orders required date.
- Liaise with vendors, Engineering, Store and Production department to ensure the materials are delivered on time and meeting the specification.
- Establish the material status and provide the material order lead-time to Master Scheduler as guidance.
- Attend the Material Status Meeting to report/review all material issues.
- Update the Master Production Schedule once reviewed material status.
- Review the Material Requirement & Forecast summary periodically assigned by Manufacturing Support and Facilities Supervisor or Manufacturing Manager.
- Implementing and monitoring parts planning by Pull System processes and forecasting method.
- The company may at any time, when deemed necessary, add or amend any of these job responsibilities.

Knowledge, Skill and Ability Requirements:

- 3-5 years working experience, preferably in a manufacturing company with prior experience in Material Planning processes.
- To have strong communication and interpersonal skills.
- Proficient in the use of Microsoft Excel, Power Point and Words.
- Able to work independently with strong leadership skills.



- Candidates with sound technical knowledge on air conditioning equipment and processes will be given preference.
- Preferably candidates with experiences in ERP system, JD Edwards

Education Requirements:

- Possess associate qualification in any Engineering field or technical certificate with relevant working experience in Material Management or its equivalent.
- Individual with more than 5 years of working experience in the related field in the HVAC products will be considered.

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We are a Drug-Free Workplace; employment subject to passing a drug test.