



## **Buyer**

Cartridge Actuated Devices

### **Employment Type**

Full Time

### **Benefits Offered**

Dental, Medical, Vision and 401K Retirement Program

The Buyer would be responsible for the activities associated with product and service outsourcing, commodity management, supplier management and the material replenishment process. Integrating the links between Purchasing, Suppliers, and Internal Stakeholders.

### **Responsibilities:**

- Assist Manager in performing evaluation of supplier delivery and quality performance. Vendor assessments are completed on a quarterly basis on all key vendors. (Records management and analytical skills are critical on this task.)
- Executes activities associated with the generation of purchase orders and manages the releases of blanket orders shipments from vendors. (Critical thinking, inventory management, and subject matter understanding are essential.)
- Prioritizes and expedites open orders and late orders. Maintains and updates expediting list as required. (Analytical and problem solving skills are requisite here.)
- Coordinates information with the Receiving department to resolve any discrepancies with shipment received from suppliers. (Communications and inventory management skills requisite).
- Arranges and processes returns to suppliers of deficient and or defective vendor parts. (This job responsibility requires interfacing with internal customers (Eng. & Quality) as well as summarizing the basis of our rejection of the vendor parts. As such, critical thinking, communication, and analytical skills all affect the execution of this tasking.)
- Obtains quotes in support of various customer bids, particularly those for repeat business with build-to-print US Navy contracts (e.g. MK44, M55, CCU126, etc.). Bid responses from vendors are then reviewed with supervisor prior to summary information being provided to Sales. (Critical thinking and decision making are essential skills with this job responsibility and require both an understanding of vendor/product history and ability to compare bid responses.)
- Attaches identification data onto incoming shipment and stage items to await distribution.
- Reviews packing slips to verify items received versus CAD Purchase Order, records required data and Quality certifications as required by purchase order.
- Enters received item(s) into CAD's bill of materials file.
- Checks inventory as required by bill of materials

**Qualifications:**

- Bachelor's degree in Business or a related field or an equivalent combination of education and experience.
- Three or more years post degree experience in a Purchasing environment.
- Knowledge of Supply Management, Materials Resources Planning concepts and Material Replenishment processes.
- Knowledge of Microsoft Windows and Office Suite
- Preferred, but not required, NAPM or APICS certification.
- Familiarity with MRP (JD Edwards) Business Systems.

**About Cartridge Actuated Devices:**

Cartridge Actuated Devices, Inc. has over fifty years of experience in the field of custom pyrotechnic development. We design and manufacture energetic CAD/PAD devices. Our products are employed in a wide variety of military, industrial and scientific applications all over the world.

Please submit your resume to, [careers@cadenergetics.com](mailto:careers@cadenergetics.com)