**Buyer**

Nachi Robotic Systems, Inc. thrives on developing long-term relationships. We are a customer-centric, solution-driven, and ambitious team that is passionate about solving our customer challenges.

If you have a desire to utilize your purchasing experience with a world leader in robotics and system automation, you are hungry for an opportunity and motivated to grow, then we want to talk to you about an exciting opportunity for you to join our team as a Buyer in our Novi, MI location.

**About the role:**

The Buyer’s main role is to procure materials, supplies and services at most favorable price consistent with quality.

**Role Responsibilities:**

1. Negotiates with vendors and suppliers to obtain the best prices for products that meet or exceed specified expectations for quality. Must be able to demonstrate proof of competitive bidding
2. Research and select appropriate vendor manufactures and distributors
3. Utilizes the job costing system (CMS) by job order, BOM. Consolidates job orders purchasing to attain volume discounts with vendors. Coordinates non-job purchases in the same way. All purchase orders done in the system should link to corresponding invoices and receivers
4. Implements and monitors a follow-up system for open purchase orders and deliveries
5. Verify order acknowledgements for accuracy
6. Request, process and maintain Return Material Authorizations (RMA)
7. Notifies accounting and operations of any changes to the original purchase order. Develops a communication system that will improve internal customer satisfaction and efficiency of the purchasing function.
8. Customs Robot delivery tracking, controls and tracks all robots stock and parts
9. Monitors all material orders and deliveries to meet production schedule. Expedites orders as needed
10. Submit request for quotes (RFQ)
11. Monthly robot inventory
12. Knowledge of warehouse parts
13. Maintain facility contracts (janitorial, snow removal, landscaping)

**Role** **Requirements:**

1. Bachelor’s degree and knowledge of purchasing/buying principles.
2. Three years of experience in a buyer capacity where negotiating skills were utilized. Two years of leadership/managerial responsibility preferred.
3. Strong communication skills with a teamwork attitude.
4. Computer literate and ability to learn CMS or other ERP systems.

Nachi Robotic Systems Inc. provides a generous benefit package offered the first of the month following your hire date.

Candidate must be able to work in the US without sponsorship.

Nachi Robotic Systems Inc. is an equal opportunity employer and makes employment decisions without regard to race, color, religion, creed, gender, national origin, disability, marital or veteran status, sexual orientation, or any other legally protected status.