



Domaille Engineering, an ultra-precision design and manufacturing company, is accepting resumes/applications for a **Buyer/Planner** position.

Primary Objective

Plans and coordinates the materials, products and services needed to support the company's master production schedule. Works closely with key suppliers to establish relationships and long-term agreements/contracts to assure that these items are purchased with the highest value quality, delivery, and pricing objectives possible.

Major Areas of Accountability

1. Purchasing

- Negotiates and purchases materials, products, services and transportation to support the needs of the organization.
- Assures that materials, products and services are purchased at favorable pricing consistent with quality, quantity, time and specification requirements.
- Assists in developing and maintaining a qualified supplier base.
- Provides accurate quality, delivery, and pricing information on a timely basis to support the quoting/proposal process and the needs of operations.
- Effectively resolves supplier issues in a timely and professional manner.
- Actively participates in meetings and on project teams to facilitate the project and the exchange of information.
- Negotiates and implements supplier contracts as directed.
- Complies with the company's quality management system, specifically regarding suppliers and non-conformance matters.
- Creation and maintenance of appropriate documents and records required for AS9100 accreditation or Customer specific flow-downs

2. Planning

- Reviews material/service requirements and establishes schedules based off the needs of the production schedule.
- Reviews MRP forecast and purchases material based on current and forecasted demand.
- May enter and track customer supplied materials in ERP system.
- May initiate or participate in the development of a detail Statement of Work (SOW) for suppliers.

3. Inventory

- Maintains inventory per MRP demand, works with engineering and operations to maintain reorder points, and order quantities to support production.

4. Communication

- Keeps management advised of all significant problem areas and initiates or recommends appropriate course of action to resolve. Builds cooperation and participation among individuals, teams and across functions. Recommends the creation of teams to address problems and issues.
- Encourages the open expression of ideas and the sharing of information in order to solve problems, foster innovation and achieve win-win solutions.

5. Other

- Keeps current with new manufacturing technologies and materials.
- Performs other duties as assigned

Supervisory Responsibility

None

Position Requirements

Essential Qualifications

- A bachelor's degree and a minimum of two years of relevant experience; a related two-year post high school diploma/certificate and a minimum of six years of relevant experience or in lieu of a degree, an equivalent combination of education and relevant experience
- Experience in a manufacturing environment
- Demonstrated effective organizational, analytical, negotiation and contracting skills
- Proficient PC skills in a Windows environment
- Ability to travel, including air, occasionally overnight

The most qualified candidate will also possess the following

- Knowledge of commodities, suppliers and procedures in the manufacturing sector
- Understanding of machining and the function of perishable tooling processes
- Raw material background
- Current with new manufacturing technologies and markets
- Demonstrated effective interpersonal and communication skills
- Knowledge of ISO quality systems
- Course work in business law
- Experience in a team environment
- MRO, ERP, & MRP background
- Membership in NAPM
- CPM and/or APICS certification

Domaille Engineering provides an atmosphere where your creativity and skills will contribute to the growth of the company and the advancement of the team. We offer a comprehensive benefits package. To learn more about our products, services and company, visit our website www.DomailleEngineering.com. You can also obtain our employment application under the Careers section of our website.

Please apply for this position at <https://jobapps.hrdirectapps.com/applicantform/D610378/0> or mail to:

Domaille Engineering
7100 Dresser Drive NE
Rochester, MN 55906
Attention: Alison Hicks

This position must meet Export Control compliance requirements, therefore a "US Person" as defined by 22 C.F.R.