



Job Posting # HR-2021-15
Posting Date: 04/19/2021

Buyer (Class I and/or Class III)

Intelligent Manufacturing Solutions, LLC

Leaders in PCBA Rapid Prototype and On-Demand Manufacturing
Manchester, NH 03103

Apply: <https://www.imscorp-us.com/careers/>

INTELLIGENT MANUFACTURING SOLUTIONS seeks a Buyer (Class I and/or Class III) to join our Team.

Company Background

Intelligent Manufacturing Solutions (“IMS”) is a leading provider of electronics manufacturing services with a unique specialization in quick-turn assembly of prototype, high-mix printed circuit boards, and build-to-order assemblies for customers primarily located in the Northeastern United States. IMS services a wide range of industries and assists customers with new product prototyping (with one, three, and five-day service available) and production assembly, inspection, and testing.

IMS has developed a customer base through its own sales team, targeting companies with new product development, prototyping, or variable-volume needs that value (and have demonstrated a willingness to pay a premium for) flexible manufacturing expertise, superior quality, strong design/ development capabilities, and rapid turnaround. IMS’ existing customers include some of the nation’s leading producers of medical, military/ aerospace, industrial, electronics, and robotics products. IMS has developed an operating expertise that positions it as a “problem solver” for its customers’ expanding product lines, and the ideal customer is often the one that other contract manufacturers turn away due to the size, complexity, and/ or short timeline of their projects. IMS’ quick-turn capabilities have been refined over years of operation and, combined with its strong product quality, represents a competitive advantage over other aspiring providers.

IMS Website: <http://www.imscorp-us.com/>

Position Summary

The Buyer (Class I and/or Class III) is:

- Responsible for the planning and procurement of all purchased material to support the Production Schedule for Class I and/or Class III projects including:
- Materials planning and acquisition of product from suppliers, and or service providers.
- Review purchase requisitions, MRP reports and determines purchase requirements.
- Expedites and or reschedules purchase orders to adjust to Production Schedule changes with minimal inventory impact.
- Monitoring and taking appropriate action on all overdue purchase orders to ensure delivery.
- Responding and resolving supplier nonconformance issues.
- Engineering Change Coordination and implementation.

For Class III, responsible for quoting and possibly procurement of material, including, but not limited to:

- Secures, develops and maintains reliable sources of supply capable of delivering quality products and services at competitive prices and consistent with user requirements.
- Review Class III quoting projects and source utilizing both best prices, but more importantly availability.
- Review Class III project folders and determine materials needs, or requirements.
- Low-level sourcing and alternative product suggestions based on information provided by component manufacturer.
- Analytical skillset to populate both price and availability on “p.c.b.a.” quote.
- Analytical ability to compare actual spend, versus quoted project spend.
- Responsible for the quality and accuracy of own work.
- Maintains the area in a clean, neat and orderly manner.

KNOWLEDGE/ SKILLS*

- Strong knowledge of the supplier base. Knowledge of manufacturing practices.
- Ability to communicate effectively, both written and verbal. Good interpersonal skills.
- Ability to use computerized systems (MRP)
- Computer literate: programs include Power Point, Word, and Excel

EDUCATION/ EXPERIENCE

- BA or BS in Business Administration

BENEFITS

- Health Insurance
- Dental Insurance
- Life Insurance
- Long Term Disability Insurance
- 401k
- 8 Paid Holidays

Intelligent Manufacturing Solutions, LLC is an Equal Opportunity and Affirmative Action Employer. IMS is committed to ensuring equal employment opportunities for all job applicants and employees. Employment decisions are based upon job related reasons regardless of race, ethnicity, color, religion, sex, sexual orientation, age, national origin, disability, gender identity, genetic information, veteran status, or any other status protected by law.

IMS is an Equal Opportunity Employer Female/Minority/Disabled/Veteran