

Buyer

Epson Portland Inc. is the U.S. based manufacturing subsidiary of Japan's Seiko Epson Corporation. At Epson Portland Inc. everyone is considered a member of the team. We appreciate differences, plan together, work together, and celebrate success together. We are an equal opportunity employer. Pre-employment drug screening required.

Epson Portland Inc. is currently seeking qualified candidates for a Buyer position. This position will be responsible for planning and performing activities to procure goods and services.

Specific Duties:

- Monitors, plans and prepares material requirements to meet manufacturing demand and minimize inventory levels in JIT environment.
- Communicates material requirements schedules and forecasts to suppliers.
- Analyzes production schedules and forecast plans to plan purchases and inventory.
- Interacts with suppliers and within the company to ensure procurement of materials is within approved schedules and quality specifications.
- Performs supplier audits to survey quality, cost, delivery, environmental, and supply chain security performance.
- Negotiates contracts and cost reductions for purchased materials and implements special purchasing programs with suppliers.
- Monitors material levels and status of purchased materials; works to resolve material shortage issues, and strives to minimize excess inventories.
- Monitors and adjusts purchase orders as required.
- Coordinates multiple-department activities to procure new materials and resolve material and purchase order issues.

Requirements:

- Bachelor's degree in related field, or equivalent experience.
- Three years purchasing experience as a buyer using MRP system, and/or as MRO buyer in related industry.
- APICS certification preferred.
- Excellent oral, written, and inter-personal communication skills.
- Demonstrated supplier negotiation experience.
- Thorough understanding of MRP concepts.
- Japanese verbal and written language skills preferred.

Epson Portland Inc. offers a competitive and comprehensive benefits package. Qualified applicants please send a cover letter, salary requirements and resume to Epson Portland Inc., Req #8503, 3950 NW Aloclek Place, Hillsboro, OR 97124 or Fax (503) 690-5453 or email: jobs@epi.epson.com. For additional information, please visit our website at www.epi.epson.com.