

Job Posting

About us:

Governors America Corp. (GAC) is a leading provider of engine governing and system controls to a worldwide list of equipment manufacturers and power providers. From isochronous governors and fuel controls to sophisticated multi-engine load sharing/power control systems, GAC has innovative solutions to meet and exceed all of your needs. GAC also provides practical solutions for custom applications with complete design, development, production and marketing capabilities. Manufactured in the USA, GAC products are sold and supported by GAC's established worldwide network of representatives and distributors.

Summary:

Governors America Corporation (GAC), is seeking a detail oriented, organized, dependable Buyer to join our organization in Agawam, MA. The ideal candidate considers price, quality, availability, reliability, and technical support when choosing suppliers and merchandise. You will evaluate suppliers, negotiate contracts, and review the quality of products. Specifically, you will compile information and records to prepare purchase orders for procurement of material by performing the following duties. Negotiate supplier contracts to ensure that desired product quality and price ranges are met. Obtain commodities from suppliers at the lowest cost consistent with considerations of quality, reliability of source and urgency of need. Study market trends, interview vendors, and recommend sources of supply. Analyze quotations received, select, or recommend suppliers, and schedule deliveries. Develop and maintain necessary records and files for efficient operation. Work with all departments on best opportunities for cost savings and vendor choices.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Verifies nomenclature and specifications of purchase requests.
- Searches inventory records or warehouse to determine if material on hand is in sufficient quantity.
- Consults catalogs and interviews suppliers to obtain prices and specifications.
- Types or writes invitation of bid forms and mails forms to supplier firms or for public posting.
- Writes or types purchase order and sends copy to supplier and department originating request.
- Compiles records of items purchased or transferred between departments, prices, deliveries, and inventories.

- Computes total cost of items purchased.
- Confers with suppliers concerning late deliveries.
- Compares prices, specifications, and delivery dates and awards contract to bidders or places orders with suppliers or mail order firms.
- Verifies bills from suppliers with bids and purchase orders and approves bills for payment.
- Classifies priority regulations.
- Execute and convey Purchase Orders to vendors.
- Keep open dialogue and communication with vendors and suppliers.
- Procure the best parts price best on quality, delivery and price and other identified requirements.
- Continuously monitor set inventory requirements and work closely with planner to ensure all components are ready for committed delivery date.
- Engage and negotiate with vendors for cost reduction and best delivery
- Manage vendor and customer relationships.
- Escalates parts issues to subject matter experts as needed, including parts obsolescence and recall.
- Other duties may be assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

BA, BS preferred. 1-3 years of purchasing experience. Previous background working with MRP/ERP system.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to walk and sit.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.