



## **SENIOR BUYER**

Hamilton Associates, a diverse, growth-oriented, Lean-driven, ISO-Certified manufacturing company is currently seeking a **Senior Buyer** to join our Air Techniques International (ATI) team. For additional information about our Company and each of our divisions and our product lines, please visit our websites at [www.hamiltonassoc.com](http://www.hamiltonassoc.com), [www.elscoguides.com](http://www.elscoguides.com), [www.atitest.com](http://www.atitest.com), and [www.dirtkiller.com](http://www.dirtkiller.com).

Air Techniques International (ATI), a division of Hamilton Associates, Inc., is the leading designer and manufacturer of specialized test equipment for HEPA and ULPA filters, flat sheet media, filter cartridges and respirators used by virtually all government, military and commercial organizations worldwide. ATI strives to build a brand identity of being known as reliable and easy to work with. Our Customer Service team plays a key role in this strategic goal to establish and engrain that desired brand identity. To help support this desired brand and succeed in achieving our strategic business goals, the company is building an organizational culture of teamwork, engagement, learning, and continuous improvement/innovation.

### **POSITION OVERVIEW**

Our **Senior Buyer** will report directly to the Purchasing Manager and has overall responsibility for sourcing, contracting, planning, and supplier management for ATI's direct material spend.

Responsibilities include, but are not limited to:

- Identify, evaluate, and contract with new suppliers, and maintain relationships with existing suppliers, for materials relative to ATI production. Continuously improve material costs, quality, and supply chain reliability.
- Properly plan ATI material purchases to prevent stock outs.
- Develop and/or utilize standard methods for Requests for Proposals (RFPs), Requests for Information (RFIs), and Requests for Quotes (RFQs).
- Review and analyze incoming RFPs, RFIs, and RFQs and recruit and maintain suppliers that provide high quality products and services while optimizing costs.
- Develop and implement ATI's vendor scorecard system and then monitor and communicate vendor performance through the system.
- Participate in ATI's Material Review Board to properly disposition nonconforming material and ensure the company receives all material credits/refunds.
- Communicate with Accounts Payable on invoice resolution regarding pricing/quantity discrepancies.
- Issue purchase orders to support manufacturing and ATI engineering. Track and expedite as necessary to ensure timely delivery.
- Negotiate effective and competitive supply agreements which protect the interests of ATI.
- Stay up to date on component and commodity prices, including printed circuit boards, electronic components, aluminum, iron, petroleum, and steel, to better understand risks and opportunities with regards to component as well as raw material costs.
- Maintain the ERP system with proper replenishment and lead time information.
- Responsible for monitoring warehouse inventory and performing cycle counting duties and root cause analysis to ensure that all materials are properly verified to be reflective of reported inventory.
- Monitor and communicate status of key metrics through dashboard reporting.
- Participation in the Engineering Change Order process.



- Perform other duties as assigned.

**Minimum Background and Skills Required:**

- Bachelor's Degree in Purchasing, Production/Operations Management, Business Administration, or Business Management. Other degrees may be acceptable with appropriate experience.
- 5+ years related experience in supply chain/procurement, 10 years' experience preferred.
- Collaborative, open-minded communication style and demonstrated ability to work cooperatively with suppliers and employees across every responsibility level.
- Demonstrated experience and/or extensive training in Lean cultural and management philosophies.
- High degree of "fit" with Hamilton stated purpose and cultural values.
- Experience with MS office products, and use of ERP/MRP software.

**Additional Background and Skills Preferred:**

- Strong preference will be given to individuals coming from a manufacturing background and who understand the unique challenges that manufacturing presents.
- APICs / CPIM certification.
- Experience purchasing electronics and printed circuit boards.
- Familiarity with aluminum, iron, and steel commodities.

**PHYSICAL REQUIREMENTS AND WORKING CONDITIONS**

- Frequent Sitting
- Occasional Standing
- Occasional Ladder Climbing
- Occasional Lifting of 35 – 50 lbs.
- Speaking
- Hearing
- Visual Acuity

**COMPENSATION & BENEFITS**

We offer an attractive compensation package in addition to a comprehensive benefits program including health insurance, 401(k) plan with matching and profit sharing, generous paid time off (PTO) policy, life & disability coverage, plus much more!

**CONTACT US**

If you are a driven, results-oriented individual seeking an opportunity to play a key role in the continuing growth of a reputable organization, please forward your resume, in WORD or PDF format, along with your salary history/requirements, to us for immediate consideration: [ati.resumes@hamiltonassoc.com](mailto:ati.resumes@hamiltonassoc.com)

**AIR TECHNIQUES INTERNATIONAL**  
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**We are an Equal Employment Opportunity (EEO) employer.**

*Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability or protected veteran status.*