



JOB DESCRIPTION

Job Title:	Buyer	Approved:	11/17/20
Job Classification:	Salary	FLSA Status:	Exempt
Department:	Supply Chain	Reports To:	Materials Manager
Work Location:	Vista, CA		

FLUX POWER, INC.

Flux Power develops advanced lithium-ion batteries for industrial uses. Flux Power solutions utilize its proprietary battery management system (BMS) and in-house engineering and product design. Flux Power batteries deliver improved performance, extended cycle life and lower total cost of ownership than legacy lead-acid solutions. Flux Power sells primarily to lift equipment OEMs, their dealers and battery distributors. Current products include advanced battery packs for motive power in the lift equipment and airport ground support markets.

Job Summary:

We are seeking a driven and detail-oriented Buyer to be responsible for selecting and purchasing quality products for our business. Your responsibilities will include processing purchase orders, negotiating with suppliers, tracking orders, creating, and maintaining an inventory, and liaising with inventory teams and management. The buyer will work with staff across departments to forecast the needs of the business and make purchase decisions based on demand.

Essential Duties and Responsibilities:

- Research select and purchase quality products and materials.
- Research and develop new sources of supply
- Initiate Low Cost Region Sourcing
- Collaborates with other Flux departments to ensure supplier processes are satisfactory
- Build relationships with suppliers and negotiate with them for the best pricing.
- Process requisitions and update management on status of orders.
- Update inventory and ensure that stock levels are kept at appropriate levels.
- Arrange transport of goods and track orders to ensure timely delivery.
- Analyze market trends and apply this knowledge to make insightful buying decisions.
- Assess quality of stock received and escalate any discrepancies to suppliers and management.
- Monitor Supplier Performance and initiate corrective actions as necessary
- Defers or cancels PO based on demand requirements; and expedites orders when required to ensure on-time shipment and resolve any current or anticipated shortages that may result in line-stoppages
- Frequently interacts and collaborates with other functional areas, i.e., engineering, production, materials, quality, and finance.
- Manages supplier relationships, procures goods and services, sheet metal, electronics, tools, parts, and supplies to support production schedules
- This position quotes and places orders with approved vendors.

Required Education and Skills:

- Minimum five years' experience in procurement and/or planning while working in a manufacturing environment
- Knowledge of outside processing procurement
- Knowledge of industry quality requirements
- Knowledge of Terms and Conditions
- Electronics/ or Aerospace purchasing preferred
- Knowledge of manufacturing processes
- Proven team player who has demonstrated capabilities in the following areas: strong communication, interpersonal, & problem-solving skills; self-direction is a must
- Ability to manage multiple tasks in a fast-paced environment and meet deadlines
- Strong computer skills are desirable, to include: Word, Excel, PowerPoint, and experience with a major ERP system

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Benefits

- Medical, dental and vision insurance options
- 401K Plan
- Life Insurance
- Paid Time Off
- Paid Holidays

Please review our career page at <https://www.fluxpower.com/flux-careers>

****Flux Power is proud to be an equal opportunity employer committed to providing employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age or disability, or any other class protected by Federal, State or local laws. Flux Power complies with all employment eligibility verification requirements of the Immigration and Nationality Act and all must have the authorization to work in the US.*