



Position: **Buyer/Planner**

Reliant Systems, Inc. is a vertically integrated designer and manufacturer of high precision linear and rotary positioning stages. We specialize in custom, easy to integrate OEM motion assemblies that have been designed for a customer's specific application.

Our positioning stages are found in metrology, inspection, and production tools used in the semiconductor, data recording, materials, medical device, and laser machining industries.

### **Job Description**

- Negotiate prices, terms, delivery, and conditions for purchases from suppliers for a variety of assigned commodities including those which are a non-standard or of a technical nature.
- Request and analyze quote packages for new products from approved suppliers.
- Coordinate communication between engineering, operating departments and suppliers.
- Ensure timely delivery of materials.
- Resolve invoice discrepancies.
- Work independently with excellent problem-solving skills, while keeping management updated on the status of assigned activities.
- Review acknowledgements for agreement with purchase orders and resolve any discrepancies with the supplier to the best possible advantage for the organization.
- Follow-up on production shortages and expedite orders as necessary to meet schedules.
- Proactively search for cost reduction opportunities.
- Interact interdepartmentally with the MRP system to monitor order status and ensure timely production schedules or push out materials to maintain JIT delivery of materials.
- Execute and maintain production orders.
- Other duties as assigned.

### **Work Experience / Education Requirements**

- College degree and/or equivalent purchasing/production control/materials experience.
- Experience utilizing MRP systems, **SAP preferred**.
- Solid communication skills, both written and oral with the ability to communicate across several levels of staff and customers/vendors.
- Ability to work independently with minimal supervision.
- Possess excellent negotiating skills in order to bring others together and reconcile differences.
- Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Proficient in Microsoft Office.
- Ability to handle multiple tasks simultaneously.

**Benefits:** Healthcare, Dental, 401k with up to 4% company match, Paid Holidays & PTO

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