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# **BUYER/EXPEDITOR**

# **Employer**

S and Y industries 606 Industrial Blvd Winfield, KS Phone: (620) 221-4001 Fax: (620) 221-4002 www.sandyindustries.com info@sandyindustries.com 67156

# **Introduction**

The on-site position is responsible for purchasing, expediting, and monitoring the status of electronic components and various supplies for assigned projects.

## PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Prepare purchase orders, evaluate bids based on quality, service capability and price.
- Daily review of reports and forecasts to ensure all components are on order.
- Expedite and ensure timely delivery and back-order follow-up to maintain schedules.
- Executes strategies and procurement programs to support production goals.
- Coordinates, conducts, and participates in meetings and discussions between suppliers and necessary related personnel concerning supply, delivery, or quality.

## EXPERIENCE AND REQUIRED SKILLS:

- Proficiency with ERP systems and with Microsoft Office (emphasis on Excel).
- High level of responsibility, analysis, and independent decision-making is expected.
- Experience in Materials, Supply Chain and/or Cost Accounting, preferred.
- Strong team skills and ability to work and thrive in a fast-paced office atmosphere.
- Strong verbal and written communication skills.
- Ability to be self-motivated, be proactive and an effective team player.

What we have to offer: Sand Y has a competitive compensation plan, including a bonus opportunity. We also offer a paid comprehensive benefits package, including medical, dental, vision, life insurance, matching 401(k), paid holidays and PTO.

### **ABOUTS and Y INDUSTRIES, INC:**

For nearly 40 years, Sand Y has offered complete turnkey solutions from engineering to PCBA to wire harnessing to full box-builds. We also provide individualized, focused solutions to customers in a broad range of industries. Total customer satisfaction is provided through teamwork, defect free product delivery and continuous product improvement.

What we have to offer: S and Y has a competitive compensation plan, including a bonus opportunity. We also offer a paid comprehensive benefits package, including medical, dental, vision, life insurance, matching 401(k), paid holidays and PTO.

#### ABOUT S and Y INDUSTRIES, INC:

S and Y Industries, Inc. is an Electronic Contract Manufacturer providing comprehensive electronic design, production, and product management services. We have over 35 years of experience with hundreds of satisfied customers.

S and Y offers complete turnkey solutions from engineering to systems integration and order fulfillment. S and Y provides individualized, focused solutions to customers in a broad range of industries. Total customer satisfaction is provided through teamwork, defect free product delivery, continuous product improvement, and with just-in-time manufacturing.

### TO APPLY:

Candidates may apply by filling out application online application or at our facility:

S and Y Industries, Inc. 606 Industrial Blvd, Winfield, KS 67156

Or you may also send letter, resume, references, and salary requirements to: <u>john.foust@sandyindustries.com</u> or <u>info@sandyindustries.com</u>

To learn more about S and Y Industries, visit our website at www.sandyindustries.com