



PR/087275 | Buyer / Purchaser

Job Information

Recruiter

JAC Recruitment USA

Job ID

1584397

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

United States

Salary

Negotiable, based on experience

Refreshed

April 28th, 2026 13:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

POSITION TITLE Buyer / Purchaser

POSITION SUMMARY

This position is responsible for procuring electronic components, materials, and parts to support production and sales requirements in a manufacturing environment. This role includes purchase order preparation, supplier coordination, inventory monitoring, and support for engineering and new product introduction activities.

RESPONSIBILITIES

- Purchase and return materials, components, and parts to support production and sales requirements
- Research and evaluate suppliers; negotiate pricing, terms, and delivery schedules
- Coordinate with internal teams and suppliers to obtain quotations and ensure on-time delivery
- Support engineering and new product introduction initiatives

- Participate in weekly production meetings and report on critical delivery status
- Manage inventory levels to minimize shortages and excess stock
- Conduct supplier reviews and support supplier qualification processes
- Implement purchasing strategies such as JIT to optimize inventory
- Perform three-way matching of purchase orders, receiving documents, and invoices
- Handle additional purchasing-related duties as assigned

QUALIFICATIONS

- Minimum 5 years of purchasing experience in a manufacturing environment
- At least 2 years of experience using MRP systems preferred
- Strong attention to detail and sound judgment
- Ability to perform under pressure in a fast-paced environment
- Excellent communication and customer service skills
- Proven negotiation skills with a focus on cost reduction and quality
- Knowledge of JIT, TQM, KANBAN, and other manufacturing best practices
- Working knowledge of ERP/MRP systems and standard office software

LOCATION Torrance, CA (on-site)

EMPLOYMENT TYPE Exempt Classification

SALARY USD70,000-80,000

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Company Description