

Job Posting

Rite Track is a unique company serving the high-tech semiconductor business from the Midwest. Our customer list reads like a Who's Who of Fortune 500 companies including major semiconductor, military, and aviation giants. We even played a role in putting the first rover on Mars. We are looking for outstanding people to help facilitate our growth and better position us for success.

BUYER

Rite Track is looking for a full time Buyer responsible for sourcing and purchasing materials and services, developing new suppliers, reducing costs, and improving the quality and on time delivery of purchased material.

RESPONSIBILITIES

- Responsible for procurement of all purchased materials, parts, supplies, equipment and services
- Investigate new developments relative to materials and supplies and make recommendations designed to reduce costs and improve quality
- Establish alternative sources for materials and services, negotiate purchase contracts, review and processes claims against suppliers for unsatisfactory equipment or supplies
- Develop and maintain a supplier evaluation report
- Investigate reasons for material delays, initiate corrective action and coordinate related problems with engineering, purchasing, inventory control, sales and finance.
- Coordinate ECOs with suppliers
- Process rejected material and initiate corrective actions
- Purchase stockroom and production supplies
- Manage vendor discrepancies including part number problems on invoices
- Perform various data system projects including standard costs and setting up vendor evaluations
- Perform other duties as assigned

REQUIREMENTS:

- Good work history and strong work ethic
- Knowledge of manufacturing, purchasing, and inventory control methods and processes in a production environment
- Ability to prioritize work to meet the demands of the production schedule
- Strong communication skills with vendors, customers, sales & marketing, and technical personnel

EDUCATION

- Bachelor or Associate degree in business

Applicants must have the ability to work without close supervision, give attention to detail, and manage time constraints. One must have the ability to work cooperatively and professionally with company personnel in a total quality management team. Good judgment and the ability to seek advice and assistance when needed are required.

Please send cover letter, salary requirements, and resume to: apply@ritetrack.com