



## CO-AX Technology Inc., Employment Opening

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**Subject:** Buyer

**Date:** 8/8/18

### **Position Overview:**

CO-AX Technology Inc. is seeking a Buyer to assist and coordinate purchasing activities for the program management segment of the organization in our Glenwillow, OH headquarters working as an essential part of our Customer Focus Team. This role will work directly with suppliers to ensure potential, ongoing project, and production materials needs are addressed. Individual will use purchasing and sourcing skills to ensure the correct and comprehensive materials are sourced for client's products. This resource will work on a customer's project, assuring the product is manufactured correctly, within the costing constraints, and on time. Individual will work in a very fast-paced, demanding, but rewarding, electronic contract manufacturing environment. This role is a key contributor to the daily work of CO-AX Technology Inc. and will require exceptional thoroughness and commitment to excellent work product for the organization.

### **Responsibilities Include:**

- Reviews and verifies bills of material for quotes and purchases against purchase orders.
- Reviews and follows up on bills of material to ensure accuracy and completeness of information; follows up to correct or complete information for quoting and implementation.
- Develops and provides concise materials estimates for quoting of new projects for customers.
- Reviews ECRs and ECNs for impact as it relates to materials purchases and production impact.
- Individual will work with the Process Engineer and Program Manager on cost reduction initiatives along with sourcing process improvements furthering our goals for continual improvement.
- Individual will provide support for all manufacturing and quality continuous improvement programs.
- Individual will develop measurement programs and review data to improve the sourcing and quoting objectives.
- Perform new product and ongoing manufacturing reviews to ensure materials and tooling are in place to support purchase orders received.
- Support the development of manufacturing requirements and process proofing during the New Product Introduction phase.
- Other activities as required

### **Qualifications Profile:**

- Professional demeanor working constructively with all levels of the organization while working within an ISO 9001 and ISO 13485 environment.
- Extremely detail oriented and possess excellent organizational, time-management, and interpersonal skills.
- Ability to support multiple initiatives/programs.
- Demonstrated ability to perform in a team environment



**Education and Experience:**

- Preferred, but not required, an Bachelor’s degree or equivalent in business or applicable discipline
- Previous experience working with customer focused teams desired, but not required.
- Previous experience working in an electronic manufacturing environment is desired, but not required.

**About CO-AX Technology Inc.:** Co-Ax Technology, Inc. is a privately held organization that was established in 1993 and has since become one of the premier Electronic Manufacturing Service providers not only in Ohio but also the nation. In October of 2014, we moved to our new 114,000 square foot state of the art manufacturing facility which now houses our high technology printed circuit board, cable and box build assembly areas working multiple shifts and employing 250 highly trained employees. With our depth of knowledge and expertise in Design Engineering, excellence in electronic manufacturing and complete box build capabilities, Co-Ax Technology, Inc. is poised for even more growth.

**EMPLOYEE ACKNOWLEDGEMENT**

I, \_\_\_\_\_, have received,  
(Employee Name – Please Print)  
 reviewed and fully understand the aforementioned job description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

\_\_\_\_\_  
 Employee’s Signature Date: \_\_\_\_\_

\_\_\_\_\_  
 HR Manager’s Signature Date: \_\_\_\_\_