



IROCK Crushers LLC
Job Description

Job Title: TACTICAL BUYER
Department: SUPPLY CHAIN
Reports To: DIRECTOR OF OPERATIONS
FLSA Status: EXEMPT
Effective Date: 11-25-2024

SUMMARY

A Tactical Buyer performs purchasing duties of varying scope and authority. The position is responsible for providing customer service to internal customer and external suppliers by placing purchase orders, maintaining past due reports, following up on orders to ensure materials are delivered on promised dates, request, receive and verify quotes and make purchases of commodities or goods where the financial impact or decision making is within their limitations or seeks approval from the Director of Operations and/ or the Director of Accounting & Finance. The Tactical Buyer may work directly in support of production/ operations and/or in collaboration with operations superintendents, department managers, engineers or production planning in procuring products. Material, commodities, and/or equipment purchases are processed, consumed or used in the manufacture or service of heavy equipment. The ideal candidate will enjoy the challenge of creatively implementing departmental initiatives and strategies, while also supporting the Operations, Product Support, Sales and Engineering Departments on developing solutions for complex projects and product applications that will further enhance overall customer service, customer satisfaction and company profitability.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties and projects may be assigned.

- Procurement of commodities, services, raw materials and components required via Macola ERP for ongoing production requirements and After-Market Parts Sales
 - Process purchase orders (POs) within Macola ERP and release to vendors
 - Utilize the Shortage Report to fulfill inventory minimums based on Economic Order Quantity (EOQ) strategies
 - Utilization of problem-solving, negotiating, and influencing abilities to successfully expedite the purchase and delivery of crucial materials needed faster than the normal lead time for a variety of reasons, including inventory discrepancies, Bill of Material errors, supplier delayed shipments, engineering revisions/ late releases, etc.
 - Distributes updated drawings to suppliers, as needed to complete orders
 - Ensures company compliance is met by having non-disclosure agreements (NDAs) are in place prior to issuance of any company IP
- Review Production Plan that is developed by the Director of Operations and Production Planning Manager to ensure Long-lead items are planned for accordingly, and POs are released to vendors at the proper time to limit financial impact to the company (reduce



carrying costs) while ensuring delivery is completed prior to the operations team's need

- Responsible for the return/ correction of non-conforming materials and components, rejections, tracking the returns process and implementation of corrective actions with suppliers
- Facilitate cost reduction activities to reduce overall Bill of Materials costs across the IROCK product line
 - Implement initiatives that are the result of the company wide Cost of Goods Sold reduction project led by the Director of Operations and the Director of Product Development & Applications
- Develop and maintain purchased component & supplier information within Macola ERP
 - Vendor contact information card
 - Negotiated pricing arrangements
 - Logistics preferences
 - Relevant attachments that pertain to each specific vendor
 - Product lead times
 - Product economic order quantities (EOQ)
 - Secondary/ alternative suppliers
- Maintain, development and continuously improve the network of vendors we utilize to ensure that all deliverables are achieved (i.e. quality, surety of supply, cost, technical support, process control, logistics and overall service levels)
 - Ensuring that business reviews are held regularly with critical suppliers and KPI's reviewed along with the necessary improvement actions taken timely
- When required and in support of the Director of Operations, the Director of Product Development & Applications or the Fabricating & Welding Superintendent conduct supplier audits for risk assessment, improvement action plans and verification plans. Document these audits by completing visit reports and coordinating improvement actions
- Continually liaise with suppliers to understand market conditions and any potential impact these might have on pricing, quality and surety of supply (i.e. macroeconomic conditions, geo-political tensions, tariffs, etc.)
- Identify sources for alternative suppliers for commodities, services, raw materials and components and co-ordinate qualification plans with Engineering & Management for the formal approval of new suppliers to ensure surety of supply and vendor diversification.
- Work with Production Planning Manager, Director of Operations and the Director of Accounting & Finance to review and action regular reporting including (but not limited to): cost, delivery on time, Non-Conformance's, reject levels, payment terms etc.
 - Support any preparations needed including cost forecasts and budget information when required
- Ensuring that the supply chain is compliant with Company policies and procedures along with relevant Government regulations



SUPERVISORY RESPONSIBILITIES

- None

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Minimum of an Associate's Degree in Business, Engineering or related field or equivalent education and experience (Bachelor's Degree Preferred)

- Minimum 1-3 years working experience in similar role, Preference to heavy equipment or equivalent industry experience
- Knowledge of practices and procedures for procurement of materials, components, equipment and services.
- Ability to effectively manage the business relationship and transactions with the suppliers of raw materials or product components.
- Knowledge of the day-to-day operations of a manufacturing plant or facility.
- Knowledge of issues and considerations for effectively managing local or distributed inventories of raw materials, work in progress and finished goods.
- Good Reasoning abilities and negotiation skills.
- Ability to Travel by land or air to visit suppliers, manufacturers, etc.

General Skills

- Ability to exercise sound judgment and solve problems, work independently, effectively manage workload, and work well under pressure
- Must have strong organizational and time management skills in order to handle multiple projects simultaneously
- Sound administrative skills.
- Ability to read and interpret engineering drawings
- High energy level, comfortable performing multi-faceted projects in conjunction with normal activities
- Must be able to effectively communicate verbally with employees at all levels as well as vendors
- Detail Oriented
- Evidence of a high level of confidentiality



- Must possess intermediate computer skills to effectively use Microsoft Office and the ability to learn manufacturing functions of the accounting and manufacturing software supplied
 - Experience with ERP software is preferred. Experience with Macola software a plus
- Ability to work well with a team in a fast-paced environment
 - Takes ownership for team cohesion and team development
- Possess a team spirit with the respect of others' ideas and requirements
- Must develop positive working relationships with Management Team
 - Well-developed interpersonal skills. Ability to get along well with diverse personalities--tactful--mature--flexible
- Ability to prepare routine administrative paperwork
- Must be able to communicate effectively on technical issues
- Must be able to perform the Procurement requirements of short term and long term projects and communicate these schedules with the Director of Operations & Finance
 - Must be a critical thinker and problem solver
 - Must be open to new ideas and bring creativity to the job position
 - Must be a self-starter

Language Skills

- Ability to read and interpret documents such as engineering drawings, safety rules, operating and maintenance instructions, and procedure manuals
- Ability to write routine reports and correspondence
- Ability to communicate clearly with employees, external vendors, dealers, customers and Management
- A strong motivator with excellent communication skills
- Exceptional verbal, written, and listening skills to facilitate presentations, manage internal and external interfaces and build strong relationships

Mathematical Skills

- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals
- Ability to compute feet into inches
- Ability to read, sort, check, count, and verify numbers
- Ability to perform reconciliations, prove results, and detect errors

Reasoning Ability

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form



- Ability to deal with problems involving several variables in standardized situations
- Ability to work with co-workers, vendors, IROCK visitors, including during urgent/crisis type issues
- Problem solves using common sense, and according to policies and regulations
- Ability to detect inconsistencies and report information to appropriate personnel

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The position functions primarily in a shop/manufacturing/office environment
- Occasional work performed in a manufacturing facility and field work required
- While performing the duties of this job, the employee may be exposed to moving mechanical parts and fumes or airborne particles. The employee is occasionally exposed to high, precarious places; outside weather conditions; and risk of electrical shock. The noise level in the work environment may be loud
- Periodic travel to vendors, training and/or job sites as necessary, occasionally on short notice
- Overtime will be necessary during peak times or as needed to meet delivery schedules
- The office is attached to the manufacturing facility and occasionally the noise level in the work environment may be loud
- Must have the ability to respond promptly to a facility, project and/or employee injury emergency