

# SPRINGFIELD ARMORY®

## DEFEND YOUR LEGACY™

### JOB POSTING

Direct Link: [Purchasing Application](#)

Title: Buyer

Status: Full-Time

#### Description Summary:

Springfield is accepting applications for a Buyer to support the growth and expansion of our Manufacturing facility. Expedites purchase orders (parts, equipment, packaging), contacts vendors, checks invoices, and investigates discrepancies. Requires the ability to prepare and maintain accurate records and reports (computerized and manual). Responsible for obtaining quality merchandise at a competitive price. Responsibilities include but are not limited to the following.

- Acquires, purchases, and negotiates materials, equipment, and supplies for requisitioned material. Obtains quality merchandise at a competitive price.
- Maintains professional relationships with known vendors and researches new sources.
- Coordinates with Quality Assurance department to determine defective or unacceptable goods or services for documentation and return.
- Negotiates with vendors to obtain quotations, prices, and delivery times. Evaluates vendor quotes and services to determine if they are compatible with organization objectives.
- Receives and reviews requests for procurement of products, materials, and/or services. Oversees purchasing logs and records to ensure accuracy and follow through. Expedites orders, reconciles invoices, and investigates discrepancies.
- Monitors quality of goods by reviewing costs, schedules, timeliness of delivery, and conformance to specifications.

Works as a team member to facilitate the corporate success and forms cooperative work relationships.

#### Requirements:

Previous related manufacturing/purchasing/inventory experience is expected, demonstrating a proven responsible work history. Requires the ability to read and understand prints (material, finish, tolerance), Bill of Materials, and database/software functions. Product knowledge, negotiation skills, and proficiency with Microsoft programs expected. Appropriate degreed education is preferred (B.S., M.B.A). Knowledge of B.A.T.F., relevant government specifications is helpful.

#### Compensation:

Springfield offers a competitive salary and extensive benefits package which includes a generous, comprehensive, and affordable health plan in addition to dental, vision, life, disability, flex, 401(k), and other options. To learn more about Springfield Armory products and services visit [www.springfield-armory.com](http://www.springfield-armory.com).

**Submit Resume and/or Contact Information for Consideration**

Follow link to complete inquiry form. Attach resume and provide accurate contact information.

[Purchasing Application](#)

*Springfield Inc. is an Equal Opportunity Employer*

Approved for Posting: JDW  
Posting Closes: Undetermined