

POSITION: **Buyer/Planner III – Service/Parts Organization**

LOCATION: Hudson, NH

**POSITION
RESPONSIBILITIES:**

Plans, schedules and monitors the movement of parts through the service team to determine required part purchases. Maintains inventory at planned levels. Resolves discrepancies. Ensures standards are met and non-conformances or variances are approved and/or minimized. Develops specifications for new contract orders. Gathers quotations, examines bids and makes awards. Monitors cost, schedule and scope of assigned subcontracts to assure best quality at best value. Evaluates vendor reliability and develops new supply sources where vendors and suppliers are no longer competitive.

**EXPERIENCE/
EDUCATION:**

- High School Diploma required; BS/BA in Business or related discipline preferred
- Minimum of 5 years related experience
- Significant experience with parts planning and/or the service end of the business
- Demonstrated systems experience and ability to deal directly with vendors

Req. #5482

EEO M/F/D/V Employer

Interested candidates, please submit resumes to: humanresources@presstek.com