



Rantec Power Systems Inc.
Los Osos, California

Job Description

Title: Buyer, Sr.

Date: May 2026

Department: Materials

FLSA Status: Non-Exempt

Reports To: Director of Materials

Scope

Manage supply chain to support all aspects of development, production, test, and facility activities. Communicate with suppliers to quote, negotiate, place and monitor orders. Identify new and alternate suppliers when necessary and support supplier qualification efforts. Support bid and proposal efforts with quotations and cost estimation. Utilize experience and knowledge to continually drive procurement activity towards lowest total experience cost.

Essential Duties and Responsibilities

- Plan and Procure Materials Using Material Requirements Planning (MRP) System – generate and confirm purchase orders based on interpretation of MRP suggested orders. Upload and communicate Rantec MRP demand with key suppliers. Perform semi-autonomous internet-based ordering practices. Use and improve system-generated reports to optimize inventory levels.
- Generate & Maintain Non-MRP Generated Purchase Orders (POs) – Create orders from a wide variety of non-MRP sources, including market cards and purchase requisitions. Monitor order status to ensure timely receipt of materials.
- Maintain Material Availability Information – Provide timely notification of known material supply issues. Provide supplier recovery information for any shortages.
- Supplier Interface – Maintain supplier contacts, quotes, negotiate lead-time, price and delivery with suppliers. Establish and maintain supplier relations management for Rantec. Maintain supplier performance data as appropriate.
- Support Supplier Quality – Assist in processing of corrective actions dealing with supplier performance issues. Work as advocate for supplier while maintaining Rantec's best interest.
- Obtain Material Availability and Pricing Information for New Product – Support proposal efforts and development scheduling by maintaining material delivery and cost status information for new products. This activity may involve material tracking outside of the MRP system.
- Interface with Personnel from Various Departments – Assist organization by providing materials and supplies for daily operations as required. Create convincing, accurate management presentations demonstrating critical thinking.
- Ability to work flexible hours and/or different shifts, if needed.
- Ability to work in a safe professional manner adhering to all regulatory requirements including OSHA, EPA, State and Federal Regulations.
- As the Company's success relies on the productivity of our team and adherence to customer product schedules, an essential function of this position is the ability to arrive to work on-time, and work each day, as scheduled.

- Perform other duties as assigned.

Qualification Requirements:

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.

This position requires access to our export-controlled commodities, technical data, technology and services. These items are restricted under the International Traffic in Arms Regulations (ITAR) to U.S. Citizens, Lawful Permanent Residents of the U.S. and properly licensed foreign persons. Therefore, employment is contingent on compliance with ITAR regulations and successfully obtaining and maintaining the necessary export authorization license from the U.S. Department of Commerce's Bureau of Industry and Security, U.S. Department of State's Office of Defense Trade Controls, or other applicable government agency.

Education and Experience

- BS degree in Business Administration or related field preferred
- 7 years procurement experience in electronics manufacturing preferred
- Experience of product development and new product introduction a plus
- Knowledge of MRP/ERP systems and related reports
- Ability to read and extract relevant information from engineering drawings
- Ability to successfully execute duties under pressure from deadlines
- Excellent communication and organizational skills

Physical Requirements

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

- Work within an office and factory environment, including moderate noise and chemical odors
- Moving between sitting, standing and walking
- Operates a computer and other office productivity machinery, such as; calculator, copy machine, printers, etc.
- Frequently lifting and handling items less than 10 lbs with occasional lifting up to 25 lbs.
- Occasionally ascending or descending stairs, and the like to meetings and to access various facility locations.

Rantec is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, or status as a protected veteran. Rantec will consider reasonable accommodation to its policies for employees and applicants due to sincerely held religious belief.