



manufacturing partner
to innovators



Buyer

Company:	SMTC Corporation	Location:	Fremont, California, USA
Department:	Purchasing	Reports:	VP & General Manager

Company Overview:

SMTC is a global Electronics Manufacturing Services (EMS) provider with over 25 years of experience working in partnership with Original Equipment Manufacturers (OEMs) in computer, industrial, communications, consumer, medical and renewable energy markets.

- **SMTC** has 4 manufacturing / technology centers worldwide, approximately 550,000 square feet of capacity, and more than 40 manufacturing and assembly lines. Our global footprint includes operations in Canada and the United States and low cost/higher volume manufacturing in Mexico and China.
- **Our customers are the heart of our business.** We go to great lengths to build strong, synergistic relationships with our customers and business partners worldwide. That's why so many SMTC customers have been with us for more than 7 years, and some for more than 15 years.
- **Our services, processes and capabilities deliver customer value.** SMTC provides global end-to-end solutions including design, new product introduction, manufacturing, supply chain management, and after-sales services for the whole product lifecycle.
- **Our people make it happen.** SMTC employees are responsive, results-oriented professionals with a track record for innovative, flexible solutions focused on customer needs. Our expertise in quality, technology and supply chain management offers customers a distinct competitive advantage.

SMTC common shares are listed on the NASDAQ under symbol SMTX. SMTC exchangeable shares are listed on the Toronto Stock Exchange under symbol SMX.

Position Overview: The Buyer's responsibilities include inventory replenishment to support manufacturing schedules and demands while minimizing inventory liability, interaction with suppliers, expediting and purchase order management.

Key Responsibilities:

Inventory Replenishment:

- Analyze MRP
- Communicate requirements to suppliers and analyze feedback
- Generate PO's – Initiate PO's, obtain approvals and fax PO's to the supplier
- Parts Master Data management
- Timely resolution of discrepancies

- Ensure that all PO's are closed out accurately and resolve supplier invoice discrepancies with accounting
- Ensure that any parts required for planned schedule releases are received in a timely manner

Inventory Management:

- Obsolescence and surplus- develop action plans for disposition
- Ensure an understanding of the parameters that drive program inventory investment
- Ensure any transaction problems are corrected and that the root cause is identified and updated

Engineering Change Execution:

- Ensure New Component Sourcing – work with Supply Chain Manager to obtain the new part when it is required at our established part cost
- Maintain Supplier part information
- Respond to engineering changes immediately to avoid shortages, surplus or obsolescence

Nonconforming Material:

- Resolve receiving discrepancies with the suppliers in a timely manner
- Resolve and disposition Non-Conforming Material in a timely manner

Shortage Management:

- Expediting of shortages
- Communicate shortages and parts issues
- Escalation of more severe shortage or parts issues
- Continually suggest action plans and workbook creations to improve SMTC processes, procedures, and communication.

Required Qualifications and Experience:

- Post-secondary diploma/ certificate in operations or purchasing
- Certification or enrollment in APICS or PMAC preferred
- 3 to 5 years of experience in material needs assessment, forecasting and buying role
- Must have an understanding of MRP requirements

APPLICATION PROCESS: All applicants interested in this career opportunity should send their cover letter and resume to corporatehr@smtc.com and quote the position title in the subject line.

Please note that only those applicants selected for an interview will be contacted directly.