

# Entry Level Production Control / Buyer – Full Time



**Arroyo Instruments**, a San Luis Obispo-based high-tech engineering and manufacturing company, is looking for a motivated Production Control / Buyer to join our team. We want someone who is tech-savvy, comfortable tackling new projects, and be constantly curious and eager to embrace all aspects of our customer-focused organization. Arroyo Instruments services a world-wide customer base with innovative products and services for the laser and LED industry.

**Main purpose:** Purchases manufacturing material and conducts Production Control activities.

**Role:** As a Production Control / Buyer, you will support the daily activities of Production, with a focus on purchasing, inventory and production control activities. In addition to the purchasing role, this position will be responsible for supporting the MRP implementation at Arroyo Instruments. You will be the point of contact for our suppliers as well as our MRP key user.

## **Job Duties:**

- Production Purchasing
  - Review inventories and order as required
  - Review quotes, negotiate price/schedule, administer resulting PO through invoicing
  - Track the status of open orders, expedite as required
  - Work with suppliers to address delivery issues and/or damaged product
  - Interact with suppliers to improve service and lower costs
  - Manage supplier relationships and performance
- Support MRP Implementation
  - Convert bill of materials (BOM's) into MRP format (MS Excel)
  - Work with team and vendor to launch MRP
- Once MRP is implemented, maintain system integrity to drive material and production schedules
- Receive production material (as needed)
- Conduct production kit pulls (as needed)
- Creating spreadsheets and reports
- Other tasks as required

## **Qualifications and Requirements:**

- AA in related field and/or 1 - 2 years related work experience
  - Experience in the electronics and/or manufacturing industry preferred
- Excellent communication skills (written and verbal)
- Attention to detail and a high degree of accuracy
- Experience with Microsoft Office, particularly Outlook, Word and Excel
- Experience with MRP systems preferred
- Internet research abilities
- Excellent interpersonal skills
- Ability to work well with all levels of internal management and staff, as well as outside customers and vendors

**Physical Requirements:**

- This position requires the employee to sit, stand, walk, climb ladders, kneel and crouch
- Ability to lift or move up to 50 pounds.

**Benefits:**

- Health insurance
- Cafeteria (SEC 125) plan
- Simple IRA with employer matching
- Paid time off (PTO), earned at commencement of hire
- Ten paid holidays

This position is intended for local applicants only, no relocation support is included.

For more information about the company, please visit our web site at <http://www.arroyoinstruments.com>.

This is a full-time, hourly position, with typical hours of 7:00am to 3:30pm, Monday through Friday. Compensation depends on experience, and includes benefits.

Interested applicants have two options for applying for this position:

1. You may submit a resume via email at [hr@arroyoinstruments.com](mailto:hr@arroyoinstruments.com) or drop off your resume in person.
2. You may fill out an application in person by visiting Arroyo Instruments' office.

Arroyo Instruments is located across Broad Street from the airport at 1201 Prospect Street.

PLEASE DO NOT CALL! You must submit an application/resume to be considered for the position. You will be contacted only if you have been selected to interview for this position. Only applications or resumes for this position will be considered.