

Sr. Buyer



TREALITY: leading manufacturer of high-performance simulation visual systems

TREALITY Simulation Visual Systems is an independent turnkey visual display system provider with more than 30 years of experience. We deliver complete solutions from conceptual design through engineering, manufacturing, installation, integration, and long-term maintenance support.

Our broad portfolio includes solid and film mirror collimated displays, 360-degree seamless rear-projection domes, standard and custom front-projection displays, deployable dome solutions, and display management tools. These systems support demanding simulation and training applications in rotary wing, fast jet, civil flight, driving, maritime, and air traffic control markets.

TREALITY operates internationally and offers solutions to customers around the world. Our United States site is located in Xenia, Ohio, and works in tandem with our offices in Belgium.

We are currently looking for a Purchasing Manager for our site in Xenia.

Function

As Sr. Buyer at TREALITY, you lead and execute purchasing activities that support the design, manufacture, assembly, installation, and service of advanced simulation visual systems. You translate engineering and production demand into timely, accurate, and commercially sound purchase orders while balancing quality, cost, lead time, inventory, and project requirements.

You work closely with mechanical engineering, system engineering, project management, production, warehouse, logistics, finance, quality, and suppliers. The role requires strong technical buying experience, confidence working from mechanical bills of material (BOMs), drawings, specifications, and part data, and practical understanding of purchasing and material planning processes in Microsoft Dynamics 365 Business Central.

Main Accountabilities:

- Review project demand, production orders, and mechanical BOMs to identify purchasing requirements and priorities

- Issue, maintain, and follow purchase orders in Microsoft Dynamics 365 Business Central, ensuring accurate item, vendor, quantity, price, delivery, and project information
- Purchase technical materials and services, including fabricated metal parts, weldments, sheet metal, fasteners, custom mechanical components, cabling, electronics, computers, projectors, optical components, and related production supplies
- Interpret mechanical drawings, specifications, revisions, and BOM structures to communicate requirements clearly to suppliers and resolve technical or commercial questions
- Request and evaluate quotations; negotiate pricing, lead times, payment terms, minimum order quantities, and other commercial conditions within delegated authority
- Develop and maintain reliable supplier relationships and identify qualified alternate sources where practical
- Monitor supplier acknowledgements, open orders, shortages, and delivery commitments; proactively communicate risks and recovery actions to internal stakeholders
- Coordinate with Quality and Engineering on supplier nonconformances, corrective actions, substitutions, first articles, and drawing or specification changes
- Support material planning and inventory objectives by balancing project schedules, lead times, order quantities, and excess or obsolete inventory risk
- Maintain accurate purchasing records, supplier information, sourcing documentation, and item-related data in the ERP system
- Support trade compliance and material compliance activities, including sourcing documentation, country of origin, HTS classification, and REACH/ROHS information, as applicable
- Establish and track purchasing priorities and practical performance measures for delivery, quality, cost, and supplier responsiveness
- Improve purchasing workflows, ERP data quality, and cross-functional ways of working
- Provide day-to-day direction and process leadership for purchasing activities, and support the development of purchasing team members as assigned

Profile

We expect the following skills and qualifications:

- Associate's degree (AA) in business, supply chain, engineering technology, or a related field, plus at least five years of progressively responsible buying experience; additional directly relevant experience may be considered in lieu of a degree
- Demonstrated experience in technical buying for engineered, manufactured, or project-based products
- Familiarity with ordering against mechanical bills of material (BOMs), technical drawings, specifications, and revision-controlled documentation
- Working knowledge of Microsoft Dynamics 365 Business Central or comparable ERP purchasing and material planning processes; Business Central experience is strongly preferred
- Ability to understand a range of mechanical, electrical, cabling, computing, optical, and network-related components, with willingness to expand technical knowledge
- Experience sourcing custom-fabricated parts and commercial off-the-shelf components
- Strong supplier communication, quotation analysis, negotiation, expediting, and problem-solving skills
- Organized and meticulous, with strong administrative skills and attention to detail
- Ability to manage multiple priorities, changing project requirements, and schedule-sensitive material needs
- Self-driven and comfortable identifying and implementing improved ways of working



- Professional written and verbal communication skills; able to communicate effectively with suppliers, engineers, project teams, and management
- Proficiency with Microsoft Office applications, particularly Excel, Outlook, and Word
- Ability to work effectively with colleagues and suppliers across international locations and time zones
- Fluent in written and spoken English

Place of employment

600 Bellbrook Ave, Xenia, OH 45385, USA