



PURCHASER / VENDOR RELATIONS

Company: Thermionics Metal Processing Inc.

Location: Hayward. CA

Job Type: Full-Time

Position Summary:

Thermionics Metal Processing is seeking an experienced and detail-oriented Purchasing Coordinator / Vendor Relations Specialist to oversee our purchasing activities and manage all Vendor activity. The ideal candidate will be responsible for sourcing quality materials and services, negotiating contracts, optimizing cost-efficiency, and ensuring timely delivery to support our manufacturing operations. This role plays a critical part in maintaining the flow of materials and contributing to the company's operational success.

Key Responsibilities:

- Develop and execute purchasing strategies to support production needs
- Source and evaluate suppliers based on price, quality, and delivery times
- Negotiate contracts, pricing, terms, and conditions with vendors
- Monitor supplier performance and maintain strong vendor relationships
- Analyze inventory levels and forecast material requirements
- Process purchase orders and maintain accurate records in Quickbooks and Supply forms
- Collaborate with production, engineering, and quality teams to ensure materials meet specifications
- Identify and implement cost-saving opportunities and process improvements
- Resolve supplier issues and discrepancies in a timely manner
- Ensure compliance with company policies and industry regulations

Pay Range:

- \$28-\$30 per hour, full time, direct hire

Thermionics Metal Processing Inc.

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Hayward, CA 94545

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Qualifications:

- Bachelor's degree in Business, Supply Chain Management, or related field (or equivalent experience)
- Strong negotiation, communication, and organizational skills
- Ability to analyze data and make strategic decisions
- Strong problem-solving skills and attention to detail
- Ability to work independently and manage multiple priorities

Preferred Experience:

- Knowledge of metal processing, machining, or industrial manufacturing
- Familiarity with ISO or other quality management systems
- Experience in purchasing preferred but not required
- Experience in ERP software (experience with QuickBooks or similar systems is a plus)

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