

Buyer I

The Buyer 1 assists the Buyers in the handling of purchase requisitions and placement of orders with vendors that provide non-inventory items, supplies, and services. The Junior Buyer supports the administrative functions of the Purchasing group by performing various clerical duties including scanning purchasing documents and collecting and maintaining required vendor documents in Sage 100.

Primary Responsibilities:

- Process requests for the purchase of expensed items and services
 1. Check purchase requisitions for completeness and clarity
 2. Place purchase orders with vendors
- Track and order office, facilities, marketing and other administrative related supplies
- Perform clerical duties as requested including document control, special projects, etc.
- Serve as a backup to Senior Buyer and Supply Chain Planner in processing orders
- Research and resolve procurement issues as assigned

Education:

- College degree or GED with 2 years purchasing or administrative experience

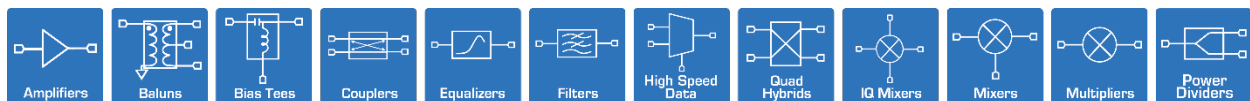
Qualities and Skills:

- College degree in a related field or 2+ years of experience in a purchasing or supply chain role preferred
- Knowledge of electrical principles is preferred but not required.
- Excellent communication and negotiation skills
- Able to create and administer a task priority list based on company needs
- Good organizational skills
- Team player and ability to work with multiple departments
- Excellent written and verbal communication skills
- Ability to learn new software tools
- Sage 100 ERP experience or other database experience is preferred

Buyer I is a Non-Exempt full-time position with a salary range of \$23.00-\$25.00 per hour, based on experience.

Work Authorizations: This position must meet Export control compliance requirements; therefore a “US Person” as defined by 22 D.F.R & 120.15 is required.

To Apply: Please email your resume to info@markimicrowave.com.





About Marki Microwave

Shattering Performance Barriers Since 1991.

At Marki Microwave our goal is to invent technologies to empower the RF and microwave industry to *design faster, simplify production, eliminate complexity, and shatter performance barriers.*

We achieve this goal through intensive research, product development, advanced and carefully controlled production, and world class customer support. We have a multi-decade legacy designing high performance microwave electronic components, demonstrating technical leadership through collaboration with thousands of customers spanning markets including commercial wireless, military and test and measurement. Our extensive knowledge base is enhanced with state-of-the art CAD, and in-house production, test and measurement capabilities through 110 GHz.

Marki Microwave is a woman-owned private company based in Morgan Hill, California, 30 minutes from downtown San Jose in southern Silicon Valley. We offer a full benefits package including holiday pay, PTO, medical/dental/vision insurance, and a 401(k)/profit sharing plan.

Marki Microwave is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation, gender identity and pregnancy, national origin, disability, or protected veteran status, or any other characteristic protected by applicable federal, state, or local law. This position must meet Export control compliance requirements; therefore a "US Person" as defined by 22 D.F.R & 120.15 is required.

