

# MRO Buyer Job Description

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- Manage equipment purchases, ensuring the equipment is delivered and installed properly
- Purchase supplies
- Normal operation of machinery and machinery parts by personnel
- Manage and supervise the personnel in the purchasing department
- Keep track of repairs, maintenance and replacements of equipment, machinery and other materials
- Supervise the maintenance department to implement quality service to customers
- Oversee the testing of new products to ensure that quality standards are met
- Keep accurate and detailed records of inventory, repairs and maintenance
- Keep up with the latest developments in his/her field by reading professional journals, talking to colleagues and attending relevant trade shows
- Take part in training, wherever appropriate, to understand new procedures and technologies
- Travel as needed to attend to customers, suppliers or area personnel concerning technical issues and equipment repair/maintenance issues
- Operate equipment to build and develop ideas, models, or materials
- Coordinate activities of workers engaged in manufacturing products out of parts and materials; assembling products from components or raw materials
- Supervise and coordinate activities of workers engaged in constructing, maintaining and repairing buildings, machines or equipment
- Supervise and coordinate activities of workers engaged in detailing structural design plans.