

# SafeNet Employment

## **GET INSIDE**

At SafeNet, our goal is to employ the brightest and most talented people in the industry. With more than 30 offices worldwide and more than 1,100 employees, we know the importance of hiring the very best to make our company succeed. No matter what the job is—Tech Writer, Software Engineer, or Customer Service Rep—we're always looking for our future leaders. If you're seeking a challenging career and would like the opportunity to advance, then SafeNet may be right for you. SafeNet, get inside.

We are currently recruiting for the following position to be located at our corporate headquarters in Belcamp, Maryland.

## **Buyer**

### **Summary:**

Under general supervision responsible for the procurement of inventory, supplies, and capital goods. Keeps records of all acquisitions to ensure that purchases remain within budget and on schedule. Receives requisitions and checks each item for quantity, specifications, and delivery requirements. Serves as liaison to vendors and suppliers. Develops and investigates supply sources, issues request for quotations, proposals or bids for those items not covered by any existing purchasing arrangement.

### **Qualification Requirements:**

#### **Education:**

Bachelor's degree in business, commerce or economics or equivalent

#### **Experience:**

0 - 2 years experience in a purchasing department

#### **Skills:**

Good understanding of purchasing principles and practices

Excellent time management, communications, decision making, presentation, human relations, and organization skills

PCs and various software applications

### **Essential Duties & Responsibilities include, but are not limited to the following:**

Responsible for the procurement of inventory, supplies and capital goods

- Purchases general and specialized equipment, materials, or services
- Receives requisitions, and checks each item for quantity, specifications, and delivery requirements
- Keeps records of all acquisitions to ensure that purchases remain within budget and on schedule

Serves as liaison to vendors and suppliers

- Maintains relationships with vendors and investigates sources of materials, equipment, and supplies
- Evaluates vendor cost and quality of goods and supplies
- May process claims against vendors and suppliers
- Issues request for quotations, proposals or bids for those items not covered by any existing purchasing arrangement

Works with inventory control department to determine inventory, analyze potential needs and re-order levels based on analysis

- Provides work assistance to higher level buyers
- Other duties as assigned

We offer competitive salaries, an excellent benefits package, telecommuting opportunities for some positions and a beautiful corporate headquarters overseeing the Bush River in Harford County, Maryland.

On site, our employees can take time from their busy days and unwind in our fitness center. At no cost to our employees, our fitness center includes a nice selection of stationary bikes, treadmills, elliptical machines and an all purpose multi-station gym.

Our 3<sup>rd</sup> floor break room is an ideal place to spend your lunch time with other co-workers. Fully equipped kitchen appliances and an ample selection of vending choices will give you a variety of options with lunches and dinners. A cable TV, air hockey and ping pong tables will unfortunately make your lunch break go by very fast. We are minutes away from many restaurants and “lunch places” and a few miles down the road from I-95.

To apply for this position please send your resume to [humanresources@safenet-inc.com](mailto:humanresources@safenet-inc.com)

**SafeNet is an Equal Opportunity Employer**

