

	Date Issued: February 23, 2026 Rev: 02
	Job Level: Senior
Job Title: Senior Buyer	Position Reports to: Supply Chain Manager

Company Overview:

Symetrica is a global leader in radiation detection and identification, providing advanced technology solutions for real world challenges. The range of detectors, from handheld devices to mobile solutions and portal monitors, serve customs and border protection, law enforcement and military, emergency services and first responders. Users benefit from the most operationally effective multi-layered radiation detection and identification systems. For the last 23+ years, Symetrica has produced a wide breadth of best-in-class radiation detection solutions. More recently, the company has experienced rapid growth as the company has introduced new products and solutions and additionally has scaled the leadership of the commercial teams. The company has a dedicated, specialist staff and manufacturing plants in Westford (MA) and Southampton (UK) for the design, manufacture and support of its product range.

Job Summary:

The Senior Buyer's responsibility is to manage and maintain accurate purchase orders, coordinate with Operations and Planning to procure and expedite materials and ensure timely order fulfillment. Oversee all shipping and receiving activities, including verification of incoming materials and preparation of outgoing shipments and transactions. Cultivate strong cross-functional partnerships to support production schedules, R&D orders, resolve supply issues, and keep material flow aligned with demand.

Primary Duties and Responsibilities:

- Drive and maintain purchase orders, ensuring accuracy, completeness, and alignment of demand and inventory.
- Performs global sourcing of assigned commodities to meet required inventory levels. Lead in finding alternate sources of materials.
- Communicate and coordinate with suppliers concerning order status, corrective action response, and supplier performance.
- Produce and publish supplier performance data, tracking reports and metric charts.
- Perform volume planning for commodities, e.g., materials, components, equipment and services.
- Interface with Operations, Planning, and Engineering to purchase and expedite material delivery fulfillment
- Maintain accurate item master data and supplier information in the ERP/MRP systems.
- Receive and verify incoming materials for part accuracy, quantity, documentation compliance (drawing revisions, first articles) and free of defects to ensure quality standards are met.
- Coordinate and complete shipments by preparing documentation accuracy, and on-time delivery (OTD) to outgoing internal and external customers and suppliers.
- Monitor supplier lead time, capacity constraints, and market conditions to anticipate risks to our internal and external customers and suppliers.
- Collaborate with Finance and Accounts Receivable to resolve invoice discrepancies and maintain accuracy with all internal and external suppliers and vendors.
- Performs additional tasks and responsibilities assigned by management to support overall operational objectives.

Required Skills and Abilities:

- Strong knowledge of supply chain and materials planning, including processing requisitions within an ERP system; preferably NetSuite or Oracle
- Familiar with common delivery service providers, e.g., UPS, FedEx, DHS
- Proficiency in MS Excel
- Strong analytical skills and attention to detail
- Strong Leadership communication skills, both oral and written
- Thrives working in a fast-paced environment and proven ability to manage multiple projects/tasks effectively.

Education and Experience:

- Bachelor's degree in Business Administration, Industrial Engineering or equivalent preferred
- Minimum 5 years' experience in inventory control, logistics or purchasing role, preferably within a manufacturing organisation
- Prior experience managing a small team of buyers preferred.

Security Clearances:

All candidates must be willing and able to apply for and maintain the correct security clearance for this role as required by our government contracts.

- US Employees - Green Card or US citizenship.
- UK Employees – Baseline Personnel Security Standard (BPSS), Security Check (SC).

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

Other Duties as Assigned

This job description is not designed to cover all activities, duties or responsibilities that are required of the employee for this role. Responsibilities and activities are subject to change.