

Steve Cacavas

Senior Buyer - Primus Aerospace

Commerce City, CO

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- Lead a cost savings project in negotiating pricing with a supplier and saved 6% for a total of \$46,560 on a yearlong contract for a firm metal buy.
- Worked on a project to reduce shipping supply cost that saved us about 3% a year from finding a new supplier with some different options than what was being used.
- Reassessed the internal tooling system with different suppliers and found a new supplier that saved us 15% on tooling per year without sacrificing quality or service.
- Participated in new product launches to review material availability- The company took on a new life science research product line and I was the project manager for the transition of the uploading the new parts into the system and setting up Purchasing processes for the new product and establishing relationships with the international supplier for this product line. This involved working with various departments and having detailed timelines for project completion
- Worked on teams with new product launches to help facilitate the transition of the launch of new parts- recently did a project with quality and engineering to review certs for over 250 new parts that were being on boarded from a recent acquisition to ensure a smooth transition as far as specs, material procurement and uploading parts numbers into the system.

Work Experience

Senior Buyer

Primus Aerospace

September 2017 to Present

- Prepare PO's for outside processes using ERP system.
- Place PO's for raw material and components for production jobs using MRP
- Follow up with suppliers to ensure orders are coming in on time via email and phone
- Run open order reports and send to suppliers to help maintain date accuracy
- Participate in daily production meetings to go over issues for the day and to put together a daily plan

- Expedite PO's as necessary
- Work with quality and engineering on material issues as they arise
- Look for new suppliers and work to approve as needed
- Monitor delivery dates and provides updates on any delays to customer service and management
- Review invoices to make sure they match the PO and work with accounting on any pricing issues
- Review inventory levels on high volume raw material to ensure safety stock is being met and adjust the min/max levels as needed
- Work with suppliers on OTD and provide monthly OTD report
- Send out for RFQ and select supplier considering price, lead time and quality history
- Work with other departments on projects as assigned
- Issue material for production
- Visit with suppliers to enhance partnership

- Send forecast to suppliers as part of strategic planning initiative
- Negotiate price on raw material and outside processing

Senior Buyer/Planner

Intrex Aerospace

January 2014 to September 2017

- Planned work orders for manufacturing shop.
- Place PO's through ERP (Epicor) system for outside processing
- Set up and approve new suppliers as needed, contact suppliers for quotes, resolve certification issues with suppliers, run on time delivery metrics for suppliers every month and negotiate with suppliers.
- Use MRP to review demand for procuring of raw material (various metals and Aerospace hardware)
- Expedites shipments when necessary and drop ship when necessary
- Maintain item master for accuracy of lead times, prices, and any price breaks and other notes
- Review monthly PPV and correct variances
- Work with engineering and quality if problems arise with raw material/components
- Project management- Implemented an open order report system with I.T that sends open order reports directly to suppliers daily to save time each day of manually generating these reports. Works on projects with other departments and develops timelines for tasks throughout the project scope
- Monitors delivery dates and communicates any delays to customer service/management
- Review safety stock levels to ensure there is no downtime in production for material usage
- Reviews method of shipments to look for cost savings
- Orders all shipping supplies, engineering and machine tooling
- Attend daily production meetings to go over schedule for the day and any issues that need to be addressed
- Review invoices daily and work with accounting to resolve when problems arise
- Send emails for follow up for order status
- Follow up on open order reports with suppliers
- Perform internal audits as part of our AS9100 Environment
- Travel to suppliers as necessary to continue to build relationships or to work through issues
- Send out forecasts to suppliers for raw material as part of strategic planning.

Buyer/Planner

Thermo Fisher Scientific - Lafayette, CO

October 2008 to January 2014

- Reviewed safety stock levels for proper inventory levels
- Placed PO'S and credit card orders with vendors through MRP/SAP or internal requisitions
- Order material/product based on forecasting/MRP
- Planned batch work orders for production runs
- Resolved invoice discrepancies with accounting/finance
- Track supplier OTD to ensure it meets the agreed upon metrics
- Planned the purchase of equipment and product (Medical device and lab equipment and life science research products and others) using strategic planning and purchasing. Supported the company's philosophy on strategic planning by doing detailed forecasting and bulk purchasing to help reduce transactions in the system and to save cost. This was for both domestic and international suppliers.
- Communicated with several departments regarding material availability and any lead time issues
- Expedite material when necessary

- Looked for alternative suppliers, contact suppliers for quotes, meet with suppliers to go over any issues/concerns.
- Communicated with suppliers via email, phone or in person
- Planned demand based on usage and forecasting using ERP/MRP
- Strategic Planning-Supported the company's philosophy on strategic planning by doing detailed forecasting and bulk purchasing to help reduce transactions in the system and to save cost.
- Work on Process Improvements teams across the company to improve various processes- Worked on a project with the shipping department to find a more effective way to stream the shipping process and the work flow of that department to be more efficient in the processing of shipments.
- GMP Environment

Education

Diploma in General

LaFollette High School - Madison, WI
1989 to 1993

Skills

EMPLOYEE RESOURCE GROUP, ENTERPRISE RESOURCE PLANNING, ERP, MRP, STRATEGIC PLANNING

Additional Information

Training / Skills

Microsoft Office package to include excel, word, outlook. I have worked in ERP systems such as SAP, EPICOR. I'm familiar with MRP/ERP, GMP, strategic planning. I have had Import/Export training, AS9100 internal audit training and 5S training. Other skills include, strong leadership, time management, solid decision making skills, self-motivated, ability to work under pressure, strong communicator.