



9049 Tyler Blvd.
Mentor, Ohio 44060
Ph. (440) 974-8888
www.buyersproducts.com

Engineering BOM Administrator

Buyers Products company, a leading manufacturer in the work truck industry, is searching for an Engineering BOM Administrator to complement the skills and talents of our Engineering Department.

Primary Job Duties:

- Create, modify, and maintain BOMs and routings for both new and existing products with a high degree of accuracy.
- Ensure product structures reflect correct components, quantities, revisions, and manufacturing flow
- Validate engineering releases for completeness and consistency before entering into ERP systems. Identify and correct discrepancies in product data before they impact production, inventory, or sourcing
- Translate engineering intent into structured, manufacturable BOMs that production can trust
- Work closely with engineers to clarify drawings, part definitions, and configuration details. Read and interpret basic prints and technical documentation to confirm technical details.
- Ensure changes are properly reflected across all affected parts, assemblies, and downstream systems
- Communicate product and part changes clearly across Engineering, Supply Chain, and Operations
- Partner with production teams to resolve BOM-related issues quickly and effectively
- Build strong working relationships across departments to keep work moving forward
- Support cost, sourcing, and production readiness through accurate and timely data updates
- Identify root causes of BOM errors, inconsistencies, or process breakdowns and help implement improvements
- Contribute to standardization of product data structures, naming conventions, and workflows
- Help evolve how engineering data is managed, released, and maintained across systems
- Support ongoing initiatives related to ERP, PLM, and digital product definition
- This job posting describes the general nature and level of work expected for this role and is not an exhaustive list of responsibilities. Duties may evolve based on business needs

Skills/ Experience:

- Experience working with BOMs, routings, or product data in a manufacturing environment. Familiarity with ERP/MRP systems and structured data management
- High level of accuracy, attention to detail, and ownership of work
- Ability to interpret basic engineering drawings and part documentation
- Strong organizational skills and ability to manage multiple priorities a Clear communication skills and comfort working across multiple departments
- Self-motivated, process-oriented mindset with a drive to improve how work gets done. Proficiency with Microsoft Office tools, especially Excel

Physical Requirements and Work Environment:

- Mobility and dexterity to move around office settings including accessing file cabinets or storage and navigating to different workstations.



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- Must be able to remain stationary for extended periods of time and engage in some repetitive motion.
- Standing, walking and sitting for extended periods of time.
- Mobility and dexterity to move around operating machinery and powered industrial equipment

About Buyers Products Company

Established in 1946, Buyers Products Company has grown to become a leading manufacturer in the work truck industry. Buyers Products specializes in durable truck boxes, heavy duty towing equipment, hydraulics, controls, and all-season trailer accessories. The Buyers line of snow and ice equipment includes SnowDogg® snowplows, SaltDogg® spreaders, and ScoopDogg snow pushers. For more information, or to apply to this position, please visit www.buyersproducts.com.