



Buyer

DEPARTMENT: #71-Automotive Operations

REPORTS TO: **Purchasing Manager**

POSITION PURPOSE: Plan raw material components and finished goods procurement as required from vendors by monitoring the flow of internal and external business activities with suppliers, purchasing, production, inventory, sales, marketing, customer service, transportation and accounts payables. Establish and maintain close working relationships with these groups to ensure adequate production and inventory capacity is available to support product lines requirements.

DUTIES, TASKS AND RESPONSIBILITIES:

- Prepare purchase orders: a) as suggested by MRP Action Notices provided by Production Department and b) reassess and update quarterly blanket purchase orders.
- Develop, analyze and communicate demand requirements (forecasts) to vendors and ensure adequate supply on long lead-time items.
- Monitor, track, and analyze supplier performance for scorecarding.
- Assist in contacting suppliers regarding any material problems and help resolve issues. Discuss defective or unacceptable goods or services with inspection/quality control personnel, users, vendors and others to determine source of trouble and take corrective action.
- Work with suppliers concerning component availability and delivery schedules. Expedite orders and follow-up on deliveries.
- Maintain price quote information in the AS400 and vendor files.
- Follow Old World Policies and Procedures relating to vendors and pertinent internal personnel.
- Maintain commodity trend analysis (i.e. HDPE, Polypropylene, linerboard) and pricing summary sheets for antifreeze and wash components.
- Coordinate with Traffic Department to insure maximization of freight savings and to expedite needed materials into plant on a timely basis
- Coordinate distribution of final label and carton graphics to external facilities. Convey timelines with relevant internal departments.
- Research and recommend approval or denial of disputed invoices for payment based on approved pricing quotations/bids or receiving problems.
- Source products and provide raw material components and finished goods cost analysis, ensuring price value and stability, consistent quality and expeditious delivery.
- Act as a liaison to other departments regarding changes in product specifications, required adjustments, future objectives, etc.
- Participate in the preparation of bids, proposals, contracts or other informational requests.
- Participate in the research, development, and design of new items and improvement of existing items/objectives. Solicit cost reduction ideas from suppliers.
- Perform other related duties and responsibilities as necessary.

SKILLS, KNOWLEDGE AND ABILITIES:

- Bachelor's degree in a related Business curriculum or equivalent experience.
- 1-2 years product support, manufacturing or inventory (preferred) experience.
- Highly organized with an eye for detail and ability to handle multiple projects at the same time and meet deadlines.
- Communicate product requirements and business constraints accurately to various staff and vendor personnel.
- Basic word processing skills, intermediate spreadsheet skills needed.
- Good proactive interpersonal, written, verbal communication and team skills.