



Buyer

Position Summary: Responsible for executing tactical purchasing strategies for the supply chain function

Responsibilities:

- Creation and follow up of purchase orders for direct material for assigned suppliers
- Manage assigned supplier accounts to promote on-time delivery and quality goals
- Resolution of supplier invoice issues in a timely manner
- Support of non-conforming material process
- Support all internal customers including Sales, Manufacturing, and Team Leads
- Work closely with Engineering, Sales, and Estimating to resolve technical specification changes / enhancements
- Assist in resolving material and process issues by determining root cause and suggesting solutions to implement
- Support New Product Introductions to production
- Support End of Life process
- Shortage updates and critical concern maintenance on new products
- Participate with Purchasing Manager in quarterly business reviews with top suppliers
- Successful implementation of commodity review resulting in cost savings and vendor consolidation
- Creates and approves purchase orders in ERP System
- Supervises scheduling and delivery of materials through MRP and Non-MRP releases
- Secures the necessary raw material, equipment, supplies and services in an effort to meet or exceed service level objectives for both internal and external customers
- Integrate Materials Requirement Planning functions with the Sales and Operation Planning WiP requirement process to enable seamless execution to product planning
- Utilize approved alternate suppliers to minimize cost and increase profitability
- Negotiates and influences price to meet or exceed expectations of The Village cost quotes
- Manages cost savings, delivering on annual direct, indirect, and cost avoidance objectives
- Coordinates and manages inventory targets for all raw materials; Meets inventory turn objectives associated with raw materials inventory levels while maximizing bulk discounts
- Minimizes risk of obsolescence to The Villages by having the right part, right place, right time and at the right cost
- Manages supplier receipt exception process and arranges for return of obsolete and surplus materials, return of rejected materials, and contacts vendors concerning billing errors
- Analyzes current state of processes, recommend improvements, and influence change

- Communication of item master requirement changes to raw material including RoHS compliance
- Provides purchasing service and information for other departments as required
- Evaluates performance of suppliers through the supplier report card process
- Works cooperatively with internal Quality Control to maintain RoHS standards and drive continuous quality improvement of the supplier base
- Develops a strong partnership with manufacturing and customer service counterparts to prioritize expectations and meet critical must have dates

Education/Training:

- 2 year degree and 2 to 5 years of relevant work experience.
- CPM certification preferred

Knowledge/Skills/Abilities:

- Strong Computer skills
 - MS Office
 - Syteline (ERP)
- Flexible and can quickly change from job to job when needed
- Strong negotiation skills
- Self-directed

Travel Requirements:

- 5% - Local Suppliers

Physical Requirements:

- Be able to lift at least 25 lbs and up to 50 lbs for short periods

Materials and Equipment Utilized:

- Computers, printers, etc

Working Environment:

- 10% Manufacturing: clean, low to moderate noise, safety glasses required and other personal protective equipment (PPE) where applicable.
- 90% - Office