



## Senior Buyer

**Position Summary:** This position requires execution of both tactical and strategic elements of Procurement to maximize service level to customers at minimum cost while maintaining the world class quality that is associated with The Village

Responsible for the Sourcing and Estimating of materials for RFQ's, determining pricing and strategies for the beginning of the Production Supply Chain.

### Responsibilities:

- Lead all new business conducted with suppliers and coordinate internal actions between the suppliers and the product
- Strong negotiation skills to leverage best possible pricing
- Problem solving skills to ensure customer satisfaction from RFQ through production
- Communicate and coordinate new product introduction material procedures
- Resolve material and process issues by exposing the root cause and implementing solutions
- Support new product introductions to production
- Shortage updates and critical concern maintenance on new products
- Successful implementation of commodity review that resulted in cost savings and vendor consolidation
- Work closely with Engineering, Sales, and On Boarding to resolve technical specification changes / enhancements
- Quarterly Business Reviews with Top Suppliers

### Education/Training:

- 4 year degree with 5 years of experience in Purchasing.
- APICS certification preferred

### Knowledge/Skills/Abilities:

- Computer skills
  - MS Office
  - Syteline 8.02 (ERP)
- Flexible and can quickly change from job to job when needed
- Self-directed
- Ability to organize and conduct vendor meetings

### Travel Requirements:

- 10% - 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