



Job Description

Job Title: Buyer
Department: Supply Chain - Operations
Reports to: Director, Supply Chain – SOR CG

SUMMARY

Accountable for effective administration of commodity cost reduction programs, sourcing of high-quality materials or services, administration of quotations and purchase order placement, all while improving supplier relations, and providing support to departmental and organizational objectives.

REASONABLE ACCOMMODATIONS STATEMENT

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential duties.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- **Global Sourcing:** Develops new sources of supply for selected commodities, materials, parts, and services in order to continually improve SOR's profitability through decreasing cost and improving on-hand inventory value. Sourcing solutions will include a thorough analysis of cost, lead time, taxes, duties, freight, carrying costs, etc.
- **Supplier Agreements:** Negotiates long-term purchase agreements and blanket purchase orders with suppliers to ensure consistent supply of parts and materials at a competitive price. Reviews supplier performance monthly to ensure pricing, inventory levels, and other factors of the agreement are being upheld. Works to maintain and improve supplier relations.
- **Strategic Planning:** Assists in the development of short- and long-range procurement strategies that ensure the quality, cost, and delivery objectives of the company are successfully supported.
- **Inventory Analysis:** Analyzes inventory, safety stock levels, and component usage reports. Recommends changes in inventory safety stock levels in order to meet inventory reduction goals while avoiding stock-outs.

- **Purchasing Process Analysis:** Analyzes purchasing process from order trigger to receipt of product. Suggests process changes to eliminate waste and to improve through-put and efficiency.
- **Commodity Assignments:** Manages the procurement process for assigned commodity responsibilities.
- **Quality:** Adheres to regulatory procedures and requirements of SOR and the Supply Chain Management group.
- **Meetings:** Attends daily focus-factory production meetings to report on part issues. Receives information regarding future production plans and parts requirements. Participates in cross-functional project teams as a representative of the Supply Chain team.
- **Non-Conforming Material:** Discusses defective or unacceptable goods with suppliers and makes required disposition.
- **Physical Inventory:** Assists in the execution of our end of year physical inventory audit.
- All other duties and responsibilities assigned by the manager.

EDUCATION AND/OR EXPERIENCE

- A Bachelor's degree with at least (2) years of purchasing and inventory control experience in a manufacturing environment.

REQUIRED SKILLS

- Understanding of technical and process issues of assigned commodities.
- Proven ability in researching, qualifying, and developing alternate sources of supply.
- Knowledge of market research, data analysis and purchasing best practices.
- Proven ability to be an effective contributor on cross-functional project teams.
- Effectively analyze data by the creation and use of spreadsheets, charts, and graphs through Microsoft Excel
- Requires excellent communication and interpersonal skills.
- Requires a high degree of persuasive ability, tact, and diplomacy.
- Requires knowledge of planning techniques, negotiation tactics, and common procurement policies & procedures.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write concise reports and business correspondence.
- Ability to effectively present information and respond to questions from management, staff, and suppliers.
- Ability to work with mathematical concepts such as probability and statistical inference.
- Ability to apply concepts such as percentages, ratios, and proportions to practical situations.
- Ability to add, subtract, multiply, divide, fractions, decimals and the ability to read and interpret data tables and graphs.

PHYSICAL DEMANDS

- Required to report to work punctually as scheduled and to work all scheduled hours and any required overtime.

Physical Demands

F	Stand	O	Lift/Carry 10 lbs or less
F	Walk	O	11-20 lbs
F	Handling / Fingering	O	21-50 lbs
O	Reach Outward		
O	Reach Above Shoulder		
N	Climb		Push/Pull
N	Crawl	O	12 lbs or less
N	Squat or Kneel	O	13-25 lbs
N	Bend	O	26-50 lbs

Ability to wear Personal Protective Equipment (PPE)

N	Respirator
N	Ear protection
F	Safety glasses
N	Steel-toed safety shoes/boots
N	Other (specify)

N (Not Applicable) Activity is not applicable to this occupation.

O (Occasionally) Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently) Position requires this activity from 33% of the time (2.5 – 5.5+ hrs/day)

C (Constantly) Position requires this activity more than 66% of the time (5.5+ hrs/day)

COMPANY STATEMENT

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors/managers as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.