KATHREIN

JOB DESCRIPTION

POSITION TITLE:	**SENIOR BUYER**
NORMAL WORK SCHEDULE:	8:00 a.m. to 5:00 p.m. Mon-Fri.
PAYROLL STATUS:	Salary/Exempt

GENERAL PURPOSE

The Senior Buyer provides parts, equipment, and materials by developing sources of supply and monitoring supplier performance; obtaining required parts, equipment and materials, verifying receipt of items, authorizing payment, and managing and controlling inventory.

JOB REQUIREMENTS:

- Issue requests for quotes/proposals (RFQ/RFP) and select best source consistent with cost, quality and delivery requirements. Negotiate and manage long term pricing agreements on critical commodities.
- Complete purchase requests with domestic and international suppliers by inputting purchase orders, expediting deliveries, and verifying all transactions.
- Handle correspondence concerning over-shipments, delivery shortages, changes in quantity, delivery dates, and prices and report such changes to the interested parties in a timely manner as required.
- Act as a liaison between suppliers and involved departments to resolve procurement related problems.
- Process non-conforming material requests and RMA requests with supply chain partners.
- Authorize payment for purchases by reviewing invoices and related documentation.
- Maintain appropriate inventory levels consistent with targeted inventory goals and as set by management.
- Maintain accuracy of stock code information within SYSPRO, including lead-time, pricing, current supplier information, current purchase order data, etc.

- Ensure SYSPRO parameters are maintained by monitoring minimum, maximum, safety, and current inventory levels; making recommendations to management for adjustments to levels.

- Monitor supplier performance by ensuring that product is delivered as scheduled and meets specifications; maintaining appropriate files and records of meetings with suppliers to ensure company requirements are met and that supplier is aware of their performance.

- Maintain services and office equipment by conferring with suppliers; monitoring and recording service agreements to ensure terms are met.

- Assist internal and external customers by interpreting laws, policy, codes, and regulations pertaining to purchasing; answer inquiries both orally and in writing concerning purchasing operations.

- Maintain professional and technical knowledge by attending workshops and reviewing professional publications.

- Contribute to team effort by accomplishing other job related tasks as needed; enabling other workers to achieve their job objectives.

REPORTING RELATIONSHIP: This position currently reports to the CFO.

EDUCATION AND EXPERIENCE:

- BA or BS in Materials Management, Procurement, Business Administration, Operations Planning or a related field; MBA, CPM or APICS certification desirable.
- 5+ years of related procurement experience including purchasing, inventory control, contract negotiation, supply management, supplier relationships, basics of Cost Accounting, and tracking budget expenses.
- Knowledge of MRP processes
- Contract manufacturing experience beneficial.
- Work experience in an electronics manufacturing environment beneficial.
- Working knowledge of the legal aspects of procurement and contract law.
- Knowledge of import freight movement.

SKILLS AND ABILITIES:

- Ability to act independently to determine methods and procedures on new assignments.
- Ability to respond consistently with a high degree of initiative to resolve issues or complex problems that may arise.
- Ability to maintain positive company image and brand.
- Ability to perform work accurately and thoroughly.
- Well-developed written and verbal communication, listening and presentation skills.
- Efficient organization and time-management skills.
- Ability to prioritize tasks and meet deadlines.
- A courteous and professional demeanor.
- Strong negotiation skills
- Ability to work well under pressure
- Intermediate to advanced computer skills. Proficient with MS Office suite and other work-related software.

WORKING CONDITIONS:

- Business office environment.