



**BUILDING VALUE SINCE 1906**

## **Summary**

The Senior Buyer will be responsible for the more complex procurement needs that require a high degree of experience, knowledge, and skills. Obtain materials from suppliers at the lowest cost consistent with considerations of quality, reliability of source and urgency of need. Studies market trends; analyzes quotations received; interviews suppliers; selects or recommends suppliers with whom work orders are to be placed, schedules deliveries. Updates and maintains inventory levels based on forecast and demand.

## **Job Responsibilities**

- Receives requisitions and reviews for completeness and necessary information. Selects reliable sources, request bids as necessary, evaluates quotations, selects or recommends source.
- Negotiates contracts within budgetary limitations and scope of authority.
- Participates in multifunctional team meetings as a representative of the purchasing department.
- Negotiates with suppliers and manufacturers as necessary on new procurements or changes to existing purchase orders.
- Responsible for ensuring that active purchase orders are complete and accurate at all times reflecting the latest requirements and terms and conditions in compliance with company-supplier agreements.
- Investigates and evaluates new sources of supply. Interviews supplier sales representatives and continually endeavors to keep abreast of developments that influence procurement procedures and practices.
- Determines source of non-compliance for defective or unacceptable goods or services with Quality Control, Engineering, users, suppliers, and implements corrective action.
- Coordinates the communication and completion of Corrective Action Reports (CAR's) to suppliers for defective goods.
- Partners with manufacturers to improve work processes and procedures to ensure quality service and products.
- Primarily purchases finished goods for direct resale.

- Supports the Single Source Planner (SSP) program by maintaining replenishment orders at all branches for selected items.
- Responsible for accounts which may exceed a total of 15 million cost dollars annually.
- Works with Accounts Payable to resolve pricing and quantity discrepancies on invoices.
- Maintains and monitors inventory levels on all assigned items. Recommends write-off of obsolete items. Recommends conversion of slower moving items.
- Coordinates inventory of tooling and vendor held material for annual physical inventory.
- Responsible for accurate data of assigned items in the Replenishment, Source, Warehouse, Supplemental Description, Unit of Measure (UOM), and Bills of Material files in Company's Enterprise System (CSI).
- Works Inventory (including Single Source) and Buyer Queues for assigned items.
- Maintains procurement records such as items or services purchased, costs, delivery, product quality or performance, and inventories. Provides assigned suppliers with monthly performance feedback.
- Gathers, sorts, filters, analyzes, and presents data to others within the Supply Chain including peers, other departments, suppliers, end users, or upper management.

### **Required Education and/or Experience**

- Bachelor's degree (B.A.) from four-year College or university.
- 5-7 years' related work experience in Supply Chain/Manufacturing environment.
- Must have excellent written and verbal skills.
- Proficient with Microsoft Office products including intermediate skills in Excel.
- Ability to read, analyzes, and interprets complex documents.
- Must be able to read and interpret bill of materials and blueprints
- Must be able to travel to supplier locations
- CPSM or APICS certification preferred