



Job Title: Strategic Buyer
Reports To: Purchasing Manager

Summary of Position:

Acts as an authorized agent of the company to commit resources. Responsible for driving exceptional supplier performance thus minimizing risk by creating a world-class supply chain for a sub-set of commodities across multiple LOB's to maximize potential earnings through favorable prices and terms to exceed expectations of the business unit. Use in-depth knowledge of markets, suppliers and company requirements to maintain availability of cost-effective suppliers of needed materials. Study trends to identify risks and opportunities to solve potential supply chain problems and seek opportunities for innovation. Align commodity strategy with key stakeholders and business plan, including identification and qualification of new suppliers globally. Arrange logistic and facilitate lean inventory management. Support New Product Development as a Program Buyer and Product Support Purchasing as a Commodity Manager.

Duties and Responsibilities:

- Execute strategic sourcing activities for assigned commodities, including: RFQ's, supplier selection and development, negotiations, and developing and implementing cost savings projects.
- Identify sourcing gaps and create/execute project plans to address
- Create and manage commodity sourcing strategies, including Low Cost Country Sourcing (LCCS), for assigned commodities and align globally
- Identify and manage Continuous Improvement (CI) pipeline to achieve cost, quality and delivery objectives
- Provides analysis and review of demand and supply
- Effectively manage numerous New Product Development (NPD) programs on behalf of Purchasing and optimize transition into production
- Negotiates pricing and contract terms and conditions
- Manages supply and demand, schedules, supplier quality, delivery, financial performance, and other key performance indicators; prepares and executes negotiated contractual documents and binding agreements
- Create and manage supplier KPI's to track performance
- Research and root cause monthly cost delta's that impact the Purchase Price Variance (PPV) report
- Initiates and executes supplier improvement activities and integrates results into contracting strategies
- Provides influence on the overall objectives and long-range goals of the organization; failure to achieve objectives typically have a serious effect upon the administration of the organization
- Initiates and develops solutions to a variety of complex problems referring to established policies, procedures and industry standards; represents the organization as a key contact on contracts or projects
- Interacts with senior internal and external personnel on significant matters often requiring coordination between organizations, departments or business units
- All other duties as assigned



Core Competencies:

- Commitment to company values and ethics
- Dependability: personally responsible, completes work in a timely manner, and performs tasks accurately
- Creativity: makes constructive suggestions and creates novel solutions to problems; evaluates new technology as potential solutions to existing problems
- Communication: excellent interpersonal and oral and written communication skills
- Must maintain strict confidentiality and professionalism
- Negotiating skills: must have confidence and the ability to be persuasive and assertive
- Organization: very detail oriented and always comes prepared
- Teamwork: works harmoniously with others to get a job done, responds positively to instructions/procedures, and works well with others
- Time management: ability to organize and manage multiple priorities and effectively deal with tight deadlines and pressure

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Working knowledge of Microsoft Office and ERP system (Oracle preferred)
- Lean Six Sigma experience, certified Green Belt preferred
- Sourcing of a variety of commodities

Education and/or Experience:

- Minimum: Bachelor of Science degree (B.S.) from a four-year college or university
- Preferred: Master of Science degree (M.S.) in related field of study

Physical Demands/Work Environment:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to lift a minimum of 5 to 10 pounds
- Works at telephone answering equipment, design equipment, and at a PC for hours at a time

The environment characteristic for this position is an office setting. Candidates should be able to adapt to a traditional business environment.