



Job Description

Position: Buyer
Date Posted: June 2020
Location: Holland, Michigan
Department: Purchasing
Supervised By: Purchasing Manager

Position Summary:

The Buyer position fulfills a critical role by insuring that the company's total cost of ownership for goods and services is minimized through negotiations with suppliers, the selection of new suppliers, and the evaluation and continuous improvement of all cost elements of the supply chain. This position communicates to management as well as his/her internal customers the status of cost reduction activities, pricing, and material availability.

Duties & Responsibilities:

- Focus on total cost reduction throughout the supply chain
- Generate RFQ's and negotiate pricing & terms with suppliers
- Manage supplier performance (delivery and quality)
- Determine, evaluate, and select suppliers
- Works with MRP to minimize purchased materials inventory levels
- Minimize shortages for customer orders
- Develop long-term supplier relationship
- Works cooperatively with other internal customers to insure suppliers are meeting the requirements of the company

Qualifications:

- Bachelor degree in business, Operations, or purchasing management desired
- Purchasing experience in a manufacturing environment required
- Strong negotiation skills
- Excellent analytical skills including a working knowledge of Total Cost Concepts
- Able to demonstrate a working knowledge of MRP
- Familiarity with ISO9001 and JIT concepts is essential
- Strong communication skills, both written and verbal
- Proactive problem solver
- Working level user of Excel, Word, and Access desired
- CPM or CPIM certification a plus

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