



## Position Description

**Job Title:** Commodity Lead Buyer  
**Department:** Purchasing  
**Reports to:** Corporate Purchasing Manager  
**Location:** Greenfield, IN  
**Prepared by:** Corporate Purchasing Manager  
**Approved By:** Engineering & Purchasing Director  
**Approval Date:** April 15, 2016

### SUMMARY

Work closely with internal stakeholders and external suppliers to develop and implement strategic commodity plans for all assigned categories at the lowest total cost. This includes the development and coordination of key procurement strategies with the tactical/logistical buying team.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Lead the development of and execution of category management strategies for all assigned categories/commodities
- In line with strategic objectives, lead the negotiations to select, appoint and steer a supply base that progresses the company objectives on quality, cost, delivery and innovation
- Work with internal stakeholders to define requirements for sourcing objectives
- Evaluate competitive offers and present sourcing options that meet business requirements
- Partner with Global Category Leads on global sourcing projects
- Ensure all selected suppliers are compliant to service level agreements
- Lead the category and supplier spend management activities with respective spend areas
- Conduct in depth cost and spend analysis in order to develop cost savings initiatives through various cost reduction options
- Carry out administrative responsibilities that effectively manage projects and contracting activities
- Lead and expedite vendor selection and purchasing decisions through appropriate competitive bid and strategic sourcing processes (leverage practices, bundling tools, etc)
- Achieve all cost reduction savings targets
- Monitor, manage and report on achievements on key purchasing indicators in line with department requirements
- Immediately respond to unforeseen supply failures, working with manufacturing and supplier to avoid supply chain interruptions.

- Identify industry trends and market development for respective categories
- Responsible for gathering relevant benchmark data, and supply market intelligence.

### **QUALIFICATIONS**

- Comprehensive understanding of construction materials such as Steel, Aluminum, and machined parts.
- Experience with managing a total portfolio in excess of \$15M
- Capable of leading global negotiations for high value contracts
- Strong knowledge of the key aspects of the RFI/RFQ sourcing process
- Ability to understand value streams, cost drivers and how to break down cost structures
- Ability to understand and develop legal contracts
- Results driven, self- starter, problem solver with proven ability to drive projects to a successful conclusion
- Team oriented and excellent communication skills are essential
- Flexibility to travel on short notice
- Demonstrated proficiency in Microsoft office products with an emphasis on Excel.

### **EDUCATION and EXPERIENCE**

- Bachelor Degree in Business, Engineering or equivalent
- Minimum of 7 years strategic buying experience in a manufacturing environment