

POSITION DESCRIPTION

Job Title: Junior Buyer
Department: Purchasing
Reports To: Corporate Purchasing Manager
Location: Greenfield, IN

SUMMARY

Work closely with Commodity Lead Buyers, internal stakeholders, and external suppliers to assist in the development and implementation of strategic commodity plans for all assigned categories at the lowest total cost. This includes assisting in the development and coordination of key procurement strategies with the tactical/logistical buying team. As a member of the Purchasing team, the Jr Buyer is key to ensuring administrative support as well as entry level buying responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Participate in negotiations with suppliers accompanied by Lead Buyers. May conduct independent negotiations as needed.
- Support the RFQ process with Commodity Lead Buyers
- Conduct spending analysis and patterns, including PPV from prior year
- Assist Commodity Lead Buyers in TCO calculations
- Ensure conformity and validity of purchasing data in ERP system
- Interact with Finance on price gaps and invoice discrepancies
- Analyze and present sourcing recommendations
- Support Purchasing team on end-of-life components
- Research and forecasts current and future buying trends to prevent supply gaps
- Conduct market research with focus on suppliers' competitiveness and quality compliance.
- Immediately respond to unforeseen supply failures, working with manufacturing and supplier to avoid supply chain interruptions
- Perform other duties as assigned

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are respective of the knowledge, skill and/or ability required, but are not intended to be all-inclusive. Reasonable accommodations may be needed to enable individuals with disabilities to perform the essential functions.

- Willing to travel and drive domestically on short notice. Willing to travel internationally.
- Results driven, self-starter, problem solver
- Team oriented and excellent communication skills are essential
- Demonstrated proficiency in Microsoft office products with an emphasis on Excel

EDUCATION AND EXPERIENCE

Completion of a bachelor's degree, or a 2- or 3-year College/Vo-tech level program

LEADERSHIP SKILLS

Ability to communicate in a positive nature at all levels of the organization. Display a strong work ethic. Utilize strong problem-solving skills. Work independently and manage multiple tasks simultaneously. Ability to work under pressure.

LANGUAGE SKILLS

Ability to communicate throughout the organization in written and verbal form. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and technical documents. Ability to effectively present information and respond to questions from groups of managers and customers.

MATHEMATICAL SKILLS

Ability to apply simple math concepts such as fractions, percentages, ratios, and proportions to practical situation.

REASONING ABILITY

Ability to interpret a variety of instructions and drawings furnished in written, oral, diagram or schedule form.

PHYSICAL DEMANDS

The physical demands 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. Ability to work for extended periods of time at a workstation on a computer.

While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; and talk and hear. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Office environment with several co-workers at separate workstations. Overnight travel may be required occasionally.