Sr. Buyer Job Description

Classification
Exempt

Salary Grade/Level/Family/Range
TBD

Reports to
Engineering Manager

Date
05/08/2018

JOB DESCRIPTION

Summary/Objective
The Sr. Buyer position is a hands on position responsible for coordinating purchasing, warehousing and distribution activities and resources to limit costs and improve accuracy, customer service and safety. Examine existing procedures and opportunities for streamlining activities to meet product distribution needs. Direct the movement, storage, and processing of inventory.

Essential Functions
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Establish strategic partnerships and supplier relationship improvements: discover and pursue ways to reduce inventory, reduce part costs, reduce lead time, improve terms, supplier consolidation, etc.
- Search out and pursue better and more cost effective ways to procure components of existing product lines.
- Source new components with limited direction by engineering, service, or other departments.
- Analyze inventories to determine how to reduce waste.
- Develop procedures for coordination of purchasing with other functional areas, such as sales, engineering, finance, and production.
- Meet with suppliers to discuss performance metrics, to provide performance feedback, or to discuss production forecasts or changes.
- Implement new or improved purchasing and shipping & receiving processes.
- Design and implement business strategies adapted to changing market conditions, new business opportunities, or cost reduction strategies.
- Manage activities related to strategic purchasing, material requirements planning, inventory control, warehousing, or receiving.
Participate in the coordination of engineering changes, new product launches to ensure orderly and timely transitions in material and production flow.
- Collaborate with other departments to identify or qualify new suppliers.
- Develop material costs forecasts or standard cost lists.
- Design and implement plant warehousing strategies for production materials or finished products.
- Shared responsibility to create and maintain SDS program.

**Competencies**

- Technical Capacity.
- Complex Problem Solving/Analysis.
- Customer/Client Focus.
- Coordination.
- Judgement/Decision Making.
- Project Management.
- Systems Evaluation.
- Communication Proficiency.
- Time Management.

**Core Values**

- Quality.
- Customer Relations.
- Loyal.
- Teamwork.
- Positive.

**Supervisory Responsibility**

Purchasing Agents report to the Sr. Buyer

**Work Environment**

This job operates in a professional office environment with daily visits to the production floor and warehouse. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

**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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee may occasionally lift up to 75 pounds.

**Position Type/Expected Hours of Work**

This is a full-time position. Evening and weekend work may be required as job duties demand.

**Travel**

Travel is primarily local during the business day, although some out of the area and overnight travel may be expected. All travel must be approved in advance by management. Please reference the employee handbook for all applicable policies.

**Required Education and Experience**

- Bachelor's degree in Operations or Manufacturing.
- At least 5 years of supply chain management or relevant experience.
- A strong mechanical and technical aptitude.
• Prior experience supervising, coaching and developing staff.
• Proven leadership and influencing skills with effective communication and computer skills.

Preferred Education and Experience
• Experience with Microsoft Office (Word, Excel and PowerPoint)
• Exposure to Sage 100
• Forklift Experience

Additional Eligibility Qualifications
None.

EEO Statement:
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Other Duties
Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures
This job description has been approved by all levels of management:
Manager_______________________________________________
HR____________________________________________________

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position.

Employee__________________________________ Date_____________