
TITLE: BUYER

Department: Purchasing
Reports to: Purchasing Manager

Supervises: 0 Direct, 0 Indirect
FLSA Status: Exempt

Position Summary

The purpose of this position is to select vendors and purchase materials, goods or services such as raw materials, equipment, tools, parts or supplies for the company. These products and services will be procured at cost, quality and delivery parameters consistent with company performance standards.

Technical Skill Requirements:

1. AS Degree in Business Management, Logistics, Operations Management or other relevant field of study or relevant professional experience
2. 1-2 years of professional experience in a Purchasing position for a manufacturing company, preferably in the automotive industry
3. Excellent spreadsheet skills
4. Excellent negotiations and influencing skills
5. Outstanding multi-tasking and organizational skills
6. Excellent mathematical aptitude
7. General knowledge of tool design, components, machinery and facilities relevant to the automotive industry
8. Excellent interpersonal and relationship-building skills

Performance Skill Requirements:

1. **Attention to Detail:** Able to follow detailed procedures and ensures accuracy in documentation and data; carefully monitors processes; concentrates on details and organizes and maintains a system of records.
2. **Negotiating:** Able to obtain agreement from multiple parties; earns trust while working a deal; uses good timing and carefully calculated strategies when bargaining; communicates high value of services, looks for win-win.
3. **Analysis:** Able to gather relevant data using appropriate methodologies and analyze that data in such a manner that valid conclusions and insinuations can be drawn that assist in making important business decisions.
4. **Initiative:** Able to bring about great results through self motivation; prepares for problems or opportunities in advance; undertakes additional responsibilities and responds to situations without prompting
5. **Results Orientation:** Able to manage progress toward operational effectiveness; can implement preventative measures and establish clear accountability for action; confronts problems head on and takes decisive action.
6. **Prioritizing:** Able to use sound judgment in evaluating the relative urgency of various issues; appropriately classifies in terms of time sensitivity, impact, complexity, importance, etc.

Other Key Competencies:

1. **Influence/Persuasion:** Able to convince others in both positive or negative circumstances; uses tact when expressing ideas or opinions; presents new ideas to authority figures; responds to objections successfully
2. **Energy Level:** Responds well to demands on time and generally works at a brisk pace. Self starter, multi-tasker and self-motivated. Good time utilization and a capacity for a fast-paced environment.
3. **Communication:** Able to clearly present information through the spoken or written word; reads and interprets complex information; talks with customers or clients; listens well
4. **Planning:** Able to manage multiple projects; determines project urgency in a meaningful and practical way; uses goals to guide actions; creates detailed action plans; organizes and schedules people and tasks.

Essential Duties and Responsibilities

1. Supplier/vendor interface
 - a. Research potential vendors and suppliers
 - b. Request quotes for materials, products or services
 - c. Negotiate pricing, quality, delivery, etc.
 - d. Award bids and set up purchase orders
 - e. Manage quality and delivery issues and changes with vendors
 - f. Reconcile invoicing and debit memo issues
 - g. Maintain record keeping
 - h. Vendor visits
 - i. Discuss new business opportunities
2. Internal interface
 - a. Discuss quality issues of incoming material and products with Quality department
 - b. Resolve invoicing issues with Accounting department
 - c. Resolve shipping issues with Receiving department

- d. Work with Engineering and Sales on scheduling start-ups and build-outs
 - e. Work with Logistics to set up transportation for incoming and outbound materials
 - f. Work with Production on forecasting material needs and orders, etc.
 - g. Work with Tool Shop to review tooling and machinery purchases
 - h. Check floor inventory of materials to maintain target levels
3. Reports and Records
- a. Inputs to MFG Pro system
 - b. Maintaining various reports and data on spreadsheets to report to management
 - c. Input, track and evaluate capital expenditures on tooling and equipment
 - d. Maintain vendor and packaging specification binders
 - e. Create monthly reports and memoranda

Other Duties and Responsibilities

- 1. Other projects and duties, as assigned

Supervisory Responsibilities

This position has no direct supervisory responsibilities.

Job Complexity

Work requires substantial judgment and analytic ability requiring somewhat complex calculations, organizing information for reports and solving minor problems

Supervision Received

Receives moderate supervision; objectives or goals are established in advance, but little in the way of a course of action is generally specified or recommended

Frequency of Independent Judgment Exercised

Regularly

Position's Type of Job Tasks

Performs moderately complex tasks requiring moderate knowledge of department's work

Environment and Conditions

Contacts

The incumbent spends approximately up to 15% of his/her time developing and maintaining business contacts within the organization and up to 15% of his/her time with external contacts. The purpose of these contacts is to check on deliveries, check on storage of raw materials, clarify invoice questions, ascertain production schedules, negotiate pricing, discuss tooling and machine requirements and specifications and discuss awarding of contracts.

Working Conditions

This position works in an open office environment. Exposure to weather elements is not likely. Incumbents are not likely to drive a vehicle while performing job responsibilities. Incumbents spend approximately 65% sitting, 10% standing and 25% walking in the course of this position and are unlikely to lift anything greater than 50 pounds. Incumbents will use the following office machines while performing job duties: computer, printer, copier, fax, telephone and calculator. The use of MFG Pro and Microsoft Office software will also be used. Manuals include packaging standards guidelines, MSDS sheets and QA guidelines.

Culture of Company:

Green Tokai's long-term success is due to an uncompromising commitment to quality in the products it manufactures, as well as meeting or exceeding the expectations of its customers. Success comes through continuous improvement in our technologies and processes, by maintaining a good quality management system, plus ensuring the continuous development of our employees occurs. Green Tokai's goal is to provide a work environment where employees can maximize their contributions and reach their full potential. This is accomplished through regular learning and career advancement opportunities, by providing a safe work environment, by providing the best technologies, by regularly stimulating our employees with new challenges, by treating all employees fairly and by promoting open and honest communication between all levels within the company.