
TITLE: INTERNATIONAL OUTSOURCE BUYER

Department: Sales & Marketing
Reports to: International Business Manager

Supervises: 0 Direct, 0 Indirect
FLSA Status: Exempt

Position Summary

The purpose of this position is to establish new and maintain current business opportunities with foreign suppliers of parts in order to provide them to GTC. This position is the primary interface between GTC and the foreign suppliers to resolve all design, production, quality and delivery issues in order to increase the profitability of GTC's business.

Technical Skill Requirements:

1. AS Degree in Sales, Marketing, Communication, Business Management or other relevant area of study or equivalent professional experience
2. 3-6 months of sales or marketing experience, preferably in an automotive components environment and in international business
3. Outstanding communications and interpersonal skills
4. Excellent computer skills, including in Microsoft Office software (especially Excel)
5. Knowledge of import/export laws and regulations
6. Familiarity with foreign monetary exchange rates
7. Excellent selling, negotiating and persuasion skills
8. Excellent organizational, time management & follow through skills, with attention to detail
9. Ability to understand technical specifications of parts and importance of quality attributes
10. Fluent with Japanese language and culture

Performance Skill Requirements:

1. **Communication:** Able to clearly present information through the spoken or written word; reads and interprets complex information; talks with customers or clients; listens well
2. **Relationship Management:** Able to develop rapport and positive professional relationships with others; builds and maintains long-term associations based on trust; helps others
3. **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.
4. **Customer Focus:** Able to demonstrate a high level of service delivery; does what is necessary to ensure customer satisfaction; deals with service failures and prioritizes customer needs.
5. **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.
6. **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

Other Key Competencies:

1. **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
2. **Accommodating:** Can accommodate the needs of clients and co-workers. Willingness to consider the needs of all group members and be a good team player
3. **Goal Setting:** Able to formulate business plans with measurable desired outcomes; translates action plans into quantifiable and realistic goals with associated deadlines for self or others.
4. **Integrity:** Able to be tactful, maintain confidentiality, and foster an ethical work environment; prevents inappropriate behavior by coworkers; gives proper credit to others; handles all situations honestly.

Essential Duties and Responsibilities

1. New business development
 - a. Identification of desired import products
 - b. Identification of potential suppliers and negotiate terms and conditions
 - c. Contract/quote approval
 - d. Issue purchase orders
2. Maintaining current business
 - a. Establish shipping schedule
 - b. Maintain inventory levels

- c. Regular communication with overseas suppliers and domestic customers to discuss issues
 - d. Resolve delivery, quality, quantity and other relevant issues
 - e. Issue purchase orders and invoices
 - f. Establish countermeasures to prevent recurrence of any issues
3. Monitoring and tracking reports
- a. Gross profit budget
 - b. Track actual profit versus budget, maximizing sales and minimizing costs
 - c. Track cost savings and reject parts
 - d. Track sales forecast and inventory level

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 routine supervision; work is performed under general guidelines, procedures and rules. Supervisor occasionally reviews work to ensure completion

Frequency of Independent Judgment Exercised

Will be required once incumbent is trained. Should be able to have reasons for actions.

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 15-50% of his/her time developing and maintaining business contacts within the organization and 15-50% of his/her time with external contacts. The purpose of these contacts is to discuss potential sales and new business opportunities, plan sales strategy and pricing, develop new business with foreign suppliers, discuss and obtain quotes, negotiate costs, agree upon purchasing terms and conditions, establish delivery schedules, discuss design issues on new parts, discuss quality issues, discuss shipping issues, discuss customs issues and set up new import parts.

Working Conditions

This position works in an open office environment. Exposure to weather elements is not likely. Incumbents could be required to drive a vehicle while performing job responsibilities but it would be rare. Incumbents spend approximately 90% sitting, 5% standing and 5% walking in the course of this position and are unlikely to lift anything greater than 10 pounds. Incumbents will use the following office machines while performing job duties: computer, printer, copier, fax, telephone and calculator. Incumbent will also use Microsoft Office software. Prior experience with Plex would be a big plus.

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.