

Title: Senior Purchasing Agent

Reports To: Business Systems and Product Support

Application

Deadline: Open Until Filled

Posting: Internal/External

Responsibilities: Working with qualified suppliers purchase required materials and services to support the business with a focus on quality, JIT delivery (qty and date) at the lowest total cost. This position aligns itself with management direction and leads the execution of department goals and objectives. This position operates with limited direction from Procurement Management.

- The ability to interpret blue prints for appropriate supplier selection for the bidding process
- Interface between suppliers and Engineering to ensure understanding of drawing and specification requirements
- Involved in supplier evaluation and qualification as needed to maintain an adequate supply chain
- Manage supplier relationships, monitor vendor performance including cost, quality and on time delivery
- Competitively benchmark and do value analysis to achieve continuous cost reductions
- Demonstrate success in material cost management and reduction.
- Execute timely purchase orders to support MRP requirements and procure non-inventory requirements
- Support Marketing and Estimating in support of customer proposal activities
- Establish healthy internal and external business partnerships focusing on strong communication and development of loyalty and trust
- Negotiates supplier contracts as necessary
- Attend and support program DBT meetings
- Additional responsibilities as assigned.

Requirements:

- Bachelors degree or equivalent professional experience required
- Professional certifications preferred; CPIM, CPM, APP
- Preferred minimum ten years professional buying experience across multiple commodities
- Ability to communicate effectively, foster team development, good organizational skills, and be detailed oriented.
- Self motivated and able to work independently with minimal supervision. Confident in self and job knowledge.
- Initiates resolution to problems.
- Demonstrates computer literacy that includes spreadsheet, presentation, and word-processing ability
- Excellent customer service skill in support of internal and external customers
- Excel in team oriented culture, ability to succeed in a dynamic environment

Equal Opportunity Employer