



POSITION TITLE: Buyer
DATE: May 4, 2021
REPORTS TO: Supply Chain Operations Leader

POSITION PURPOSE/MISSION: Responsible for the procurement of assigned goods and services with the highest quality and value.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Analyze MRP and inventory reports to determine procurement requirements.
2. Manage sufficient inventory levels and develop inventory strategies that align with production demands.
3. Create and monitor purchase orders to ensure uninterrupted supply of materials and services.
4. Provide supply base with forecasted requirements.
5. Manage the procurement aspects of the request for quote process, while also looking for any additional methods to reduce quote lead times.
6. Through supplier visits, identify and develop effective supplier partners necessary to support current product and new business development.
7. Drive continuous improvement with internal customers and external suppliers.
8. Review supplier performance for quality and delivery; communicate results to suppliers.
9. Monitor specified commodity markets for price and industry trends.
10. Work with internal sales and customer forecasting data to validate order requirements.
11. Communicate any shortages jeopardizing customer deliveries and exhaust options to overcome the shortage position.
12. In collaboration with Quality Assurance team, perform on site supplier audits for new suppliers.
13. Assist in the disposition and communication of non-conforming parts issues that affect Kondex Production/Manufacturing.
14. Maintain reporting and record proper documentation for the Purchasing team.
15. Assist the Finance team with proper document matching (i.e.: quotes, purchase orders, invoicing).

QUALIFICATION REQUIREMENTS:

Minimum Technical Qualifications:

1. Associate degree in business or related field.
2. Two or more years of purchasing experience in a manufacturing environment.
3. Understanding of MRP and inventory systems.
4. Experience with an ERP/Mainframe system.
5. Proficient in Microsoft Suite; Word, Excel, Outlook, PowerPoint.

Preferred Qualifications:

1. Bachelor's degree in business, operations, supply chain, or related field.
2. Five or more years of experience in a purchasing position.

Required Behavioral Competencies:

1. Active Communications
2. Assertiveness
3. Composure

4. Conflict Management
5. Initiative & Energy
6. Organizing & Planning
7. Problem Solving & Decision Making
8. Results Orientation
9. Relationship Building
10. Self-Objectivity
11. Adaptability

POSITION CHALLENGES:

- Constant vigilance to assure cost control over Kondex purchases.
- Charged with generating annual cost savings or avoidances.

SUPERVISION EXERCISED:

- None

PRIMARY INTERNAL ORGANIZATIONAL RELATIONSHIPS:

- Engineering, Manufacturing, Sales, and Tech Services.

PRIMARY EXTERNAL ORGANIZATIONAL RELATIONSHIPS:

- Suppliers

CULTURE: Believes and demonstrates Kondex Values & Beliefs

Key Values:

1. Honesty and Integrity
2. Trust
3. Humility
4. Ethical
5. Safety and Wellness

Key Beliefs:

1. Common Direction
2. Personal Involvement
3. Open Communications
4. Personal Development
5. Respect and Compassion
6. Recognition

TRAVEL: Occasional (10-15%)