

Senior Buyer

Contact: Human Resources

Apply online at www.parkindustries.com

POSITION SUMMARY

The Senior Buyer is responsible for the consistent and reliable supply of purchased items to meet production and customer service requirements while appropriately managing overall inventories to target goals. The Senior Buyer is responsible for proactive identification of supply delays and necessary action, including escalation, to eliminate impact to the production or service schedules. The Senior Buyer tracks and reports on supplier performance.

ESSENTIAL FUNCTIONS

- Plans and executes the flow of externally procured material from the supplier to Park's production floor.
- Monitors supplier delivery performance and communicate status to suppliers.
- Establishes and monitors inventory strategies which support the overall needs of the business.
- Actively manages excess and obsolete inventories to minimize total plant inventories.
- Anticipates supplier delivery issues and proactively pursues resolution before impact to delivery schedules.
- Ensures MRP and JDE planning parameters are accurate and maintained in a timely manner.
- Identifies and eliminates process waste.
- Develops and implements strategies to reduce transit time and costs for delivery of material.
- Analyzes and recommends commodity strategies to maximize synchronous flow.
- Ensures planning and delivery information is accurately communicated.
- Provides recommendations to increase efficiency in the order management cycle.
- Demonstrates ability to contribute and participate in process improvement teams.
- Demonstrates ability to creatively problem solve with suppliers.
- Demonstrates business process understanding and attention to detail in performing daily and routine functions.
- Performs other work-related duties as assigned.

QUALIFICATIONS

- High School degree required, post-secondary education preferred.
- Five years' experience required.
- Experience and/or expertise in manufacturing environment preferred.

SPECIAL CONSIDERATIONS

- None.

TRAINING

- Strong interpersonal skills, ability to self-manage and collaborative negotiation skills.
- Strong understanding of purchasing processes, with an understanding of best practices for materials management and inventory control.

- High level of computer literacy with spreadsheets, word processing and database software and/or business systems (Word, Access, Excel, PowerPoint, other graphic software).
- Familiar with Internet navigation and window's based ERP system such as Oracle, JD Edwards or similar.
- Good analytical, as well as oral, written, and listening skills.
- Detail oriented.
- APICS or CMP class work desired.