



Sr. Buyer

Reports to: Strategic Sourcing Manager

Department: Manufacturing

Classification: Exempt

Last Updated: November 1, 2021

Summary:

The Sr. Buyer is responsible for the strategic, timely, and cost-effective procurement and delivery of goods and/or services needed to support production schedules and customer needs. This position serves in a dynamic role of both the purchasing raw materials and partnering with the production planning function within King Technology, Inc.'s (KTI's) manufacturing department to meet the company's current and future objectives. An ideal candidate thrives in a results-oriented, fast-paced growth environment, with the desire and ability to go above and beyond to achieve team success.

Essential Duties & Responsibilities:

- Develop strategies and lead negotiations that deliver against business objectives, achieve sustainable supplier relationships, and differentiate KTI from the competition
- Analyze market conditions to determine present and future price direction, availability of goods & services; recommend solutions and lead team to achieve
- Evaluate order requirements based on demand forecasts and material requirements planning (MRP)
- Execute purchase orders and release manufacturing orders; coordinate flow of materials throughout the production cycle, ensuring they are delivered on time and in full
- Identify current and potential product shortages or material delays; develop and execute recovery plans; advise interested parties of recovery status and timeline
- Supplier Management
 - Build, maintain and manage supplier relationships
 - Negotiate pricing, terms, and delivery conditions to meet company objectives
 - Manage day-to-day activities with existing suppliers
 - Manage service-level and quality complaint resolution as required for existing suppliers; evaluate supplier performance and initiate corrective action
- Prepare and solicit RFQs, RFPs, and RFIs; analyze and evaluate quotations to determine most competitive solution relative to quality, delivery, and total landed cost
- Identify, assess, select, and onboard new suppliers to support new product development projects or cost down initiatives
- Efficiently and accurately input standard costs as a part of annual budgeting cycle
- Maintain ownership of supplier MRP data input, including pricing, lead-times, freight terms, and other terms & conditions
- Actively promote company vision, mission, and core values
- Other duties as assigned

Key Competencies:

- **Bias for Action:** Evaluates, acts, and communicates in a timely manner. Decisive, makes timely practical, effective decisions. Takes initiative without being asked.
- **Critical Thinking:** Ability to analyze information objectively; evaluate different sources such as data, facts, observable phenomena, and research to make a reasoned judgment.
- **Negotiations:** Ability to negotiate in a win/win fashion to achieve best overall supply relationships to support KTI's business objectives and differentiate KTI from competition
- **Persuasive:** Demonstrates healthy and productive influencing ability. Gains the respect and confidence of others. Builds constructive and effective relationships.
- **Problem Solving:** ability to identify problems as they arise, gather quantitative and qualitative data, and bring forth a recommendation toward a solution
- **Manage Systems and Processes:** Effectively uses systems and processes to measure, monitor, manage, and impact performance. Improves processes and builds scalability.

Function Specific Knowledge, Skills and Abilities:

- **Data Analysis/Interpretation:** Ability to convert general data and findings into applied, specific information and suggestions that add value to business planning.
- **Project Management:** Ability to manage projects to ensure successful delivery (on time, within budget, meeting agreed upon success criteria) to establish clear goals and accountabilities. Also includes the ability to develop project plans, allocate resources, identify potential issues/risks, and develop contingency plans.
- **Third-Party Capabilities:** Knowledge of the capabilities of relevant contracted suppliers.
- **Supplier Management:** The ability to evaluate and ensure that supplier performance meets or exceeds defined performance standards and adheres to overall company policies and procedures.

Qualifications:

- Minimum five (5) years supply chain experience with bachelor's degree in Business, Supply Chain or related field required. Professional certification such as CPSM, CIP, CPP or SCMP preferred
- Ability to function effectively in a results-oriented, fast-paced growth environment.
- Ability to work independently and make sound decisions while working with changing priorities and competing demands
- Ability to effectively present information, data, recommendations to all levels
- High attention to detail; analytical and strong critical thinking skills
- Experience with ERP or MRP systems required. (Oracle, JDE, SAP, Macola)
- Excellent communication skills (written & verbal)
- Excellent proficiency in use of Microsoft Office suite
- Some travel required, both national and international with overnights