



Buyer II

EMPLOYMENT AGREEMENT: Exempt

ADVISOR: Global Sourcing Manager

PRIMARY CHARACTERISTICS:

- **Principles:** Supports and models the company's principles that are identified in the Declaration of Belief and Direction Statement, in all areas of conduct and business.
- **Team Work:** Create a positive, energizing, and rewarding environment for all Coworkers. Work closely with other Reell functional leaders and coworkers to achieve broader corporate goals. Contribute ideas, vision, energy, and passion.
- **Continuous Improvement:** Develop continuous improvement plans for GS to provide improvements in processes, capabilities, systems, satisfaction, quality, cost, delivery, and safety.
- **Confidentiality:** Accountable to ensure that all data and protected information remain confidential at all times and is available to only those coworkers who have a need to know.
- **Professionalism:** Displays professionalism to all Reell constituents by the actions, attitudes and work style displayed. Displays appropriate professional dress.

KEY RESPONSIBILITIES:

- **Purchase Order Execution:** Creates and releases PO's (blankets, releases, standard PO's) for material, equipment, or supplies at the best value consistent with required quality, quantity, and availability to meet production and project needs. Ensure accuracy of the purchase order price, quantity and delivery dates. Review open purchase order commitments and make the necessary adjustments to support customer delivery requirements while minimizing inventory. Ongoing MRP update of part and supplier parameters (e.g. order multiples, sourcing rules, etc).
- **Supplier Relationship Management:** Creates and contributes to supplier portfolios including performance status, risk assessment, price-quality-delivery management, terms & conditions, and communications. Contacts suppliers to resolve issues or ensure on-time delivery, product quality, and adherence to costing. Ensure effective communication between supply base and Reell manufacturing. Team with Global Sourcing Manager to maintain supplier assessment within each commodity type and schedule needed supplier reviews & visits.
- **Negotiations:** Negotiates and monitors terms and conditions of products and services for orders placed with vendors.
- **Contract Management:** Participates with the Global Sourcing Manager and project managers, as a team member, during the negotiation of contracts and long-term agreements. Partner with Global Sourcing Manager to effectively implement and manage negotiated supplier contracts and long-term agreements with suppliers.
- **Project Management:** Manages and/or supports specific projects as assigned for the execution of operations goals. Facilitate and lead projects to effective completion.
- **Continuous Improvement:** Proactively identifies, justifies, and initiates global sourcing improvement projects that will reduce total cost of ownership, improve efficiency and/or coworker productivity. On a regular basis, propose global sourcing-related cost reduction ideas to Reell's senior leadership team.

- Operations Documentation: Creates the operations documentation for planning, development, continuous improvement and measurements. Communicates and distributes documentation to support the implementation of operations projects and plans. Create SOP's for operations and supporting departments for efficient operation.
- Operations Team Support: Provides support to the quality systems and global sourcing teams to complete required task and process.
- Other duties as assigned.

SKILLS REQUIREMENTS:

- Supplier Portfolio Experience
- Injection molding, die casting, or fabrication Technical Knowledge
- Analytical Thinking and Problem Solving
- Continuous Learning
- Cost Reduction and Organization Skills
- Experience with QAD ERP or similar business system
- Ability to Multi-task
- Lean/Sigma kaizen Experience
- Written/Oral Communication
- Performance Management

EDUCATION AND WORK EXPERIENCE REQUIREMENTS:

- BA or BS in Business/Materials Management or 6-8 years of equivalent experience in a Buyer role.
- Minimum of three to five years of procurement (off-shore preferred) experience

PREFERRED REQUIREMENTS:

- BA or BS in Business/Materials Management, Engineering or related field required
- APICS or ISM certification preferred
- Automotive component supply experience
- Domestic and international travel up to 15% (coach class)

PHYSICAL REQUIREMENTS:

- May be required to lift up to 40 pounds or sit or stand for longer periods of time