



JOB DESCRIPTION

Senior Buyer

Summary

This position is a Strategic Sourcing professional with working knowledge of Category Management, Supplier Management, Continuous Improvement, Cost Savings, and ERP systems

Essential Job Duties

- Review requisitions, expedite RUSH requests
- Solicit bid proposals, Prepare purchase orders
- Review Open orders – Follow up on late shipments and expedite Rush orders
- Communicate to department through email regarding status of orders
- Utilize PO Notes to record activities and summarize status of orders
- Review and process DocLink tasks
- Research and evaluate suppliers based on price, quality, selection, service, support, availability, reliability, production and distribution capabilities, and the supplier's reputation and history
- Trace shipments and follow up undelivered goods
- Confer with staff, users, and vendors to discuss defective or unacceptable goods or services and determine corrective action
- Maintain records of all transactions, purchase orders, receipts, quotes and payments
- Identify and implement Strategic Sourcing, consolidation, and cost savings opportunities
- Focus on reducing waste and continuous improvement opportunities
- Develop new Supplier Partnerships and improve current Vendor managed programs
- Mentor Purchasing Agents, and Inventory Control employees
- Embrace teamwork
- Other duties as required by the business
- Adhere to all company policies and all safety, food safety, feed safety, and sanitation rules and programs

Qualifications

- Bachelors Degree in Business, Supply Chain Management, or relevant coursework required
- Previous experience in Strategic Sourcing role or in a similar position
- Proficiency in Purchasing and Inventory Management Software Programs
- Organized with excellent time management skills
- Ability to communicate effectively and work cohesively with employees at all levels
- Proficient in Microsoft Programs and Applications
- Ability to perform tasks in an accurate and timely manner
- High level of attention to detail and follow-up
- 10+ years in a similar role with experience in Continuous Improvement approach

Physical Demands and Expectations

- Able to sit and operate a computer for extended hours
- Able to bend and lift up to 50 pounds
- Able to climb stairs

Acknowledgement

I have reviewed this job description and am able to perform all duties required.

Print Name

Signature

Date