



Job Title - Sr. Buyer

Reports to: Director of Manufacturing

Department: Manufacturing

Classification: Exempt

Last Updated: 03/31/2020

Job Summary:

The Senior Buyer will be responsible for purchasing activities essential to King Technology's manufacturing operations by planning and optimizing the value of cost, quality and delivery performance. This will encompass finding and developing new supply sources and maintaining existing Vendor relations.

Essential Duties & Responsibilities:

- Independently plans, organizes and executes activities related to the procurement of goods and services
- Recruits and maintains Vendors which provide optimal total value in service, quality and price for goods and services while maintaining the highest code of ethics and conduct
- Develop strategies and lead negotiations that deliver against business objectives, achieve sustainable supplier relationships and differentiate King Technology, Inc. from the competition
- Prepare and solicit RFQs, RFPs, and RFIs, Analyze and evaluate quotations and offerings to determine most competitive solution relative to Quality, Delivery and Cost
- Maintains item purchase price database towards updating costs in conjunction with Finance including item maintenance within computer system to ensure correct purchase pricing is loaded for Buyer/Planners
- Analyzes market conditions to determine present and future price direction, availability of goods & services and reports analysis
- Negotiate pricing, improve prices and terms of business with suppliers and review opportunities to make business savings utilizing negotiation and procurement best practice tools and methods
- Facilitates, manages, organizes and communicates on major quality issues and is the lead liaison with the Vendor until quality issue is corrected
- Ensure continuous supply of required goods and materials and communicate any supply problems which may pose a risk or impact on business operations
- Develop a supplier management program with key suppliers including metrics, performance goals and improvement initiatives
- Participates in development of strategic purchase plans in conjunction with Strategic Sourcing Manager, Director of Manufacturing and Finance
- Ensure compliance to company guidelines, purchasing policies and procedures during supplier negotiations and contracts award process
- Prepare purchase orders in line with final negotiations with selected suppliers and in line with organizational targets and requirements
- Support product change requests and new product development, review and communicate the impact on capacity plans cross functionally with Manufacturing, Engineering and QA.
- Build, maintain and manage supplier relationship
- Actively promote company core values, vision and mission
- 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 and evaluate sources such as data, facts, observable phenomena and research to make a reasoned judgment.
- **Problem Solving:** ability to identify problems as they arise, gather quantitative and qualitative data, and bring forth a recommendation toward a solution
- **Negotiations:** Ability to negotiate in a win/win fashion to achieve best overall supply relationships to support King Technology's business objectives and differentiate King Technology, Inc. from the competition
- **Persuasive:** Demonstrates healthy and productive influencing ability. Gains the respect and confidence of others. Builds constructive and effective relationships.
- **Manages 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 vendors/suppliers/agencies.
- **Vendor Management:** The ability to evaluate and ensure that vendor performance meets or exceeds defined performance standards and adheres to overall company policies and procedures.

Qualifications:

- Bachelor's Degree in Business, Supply Chain or related field required. Professional certification such as CPSM, CIP, CPP or SCMP preferred
- Five (5) years purchasing / sourcing and relevant operations / supply chain experience
- 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 organizational levels
- Some travel required, both national and international with overnights