



## Job Description

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**Position:** Senior Buyer  
**Reports to:** Director of Operations

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**Position Summary:** Responsible for activities related to efficient and cost-effective procurement, planning and scheduling of materials needed to support manufacturing and business demands.

### Major Duties & Responsibilities:

- Control purchasing budgets and issue all required purchase orders for all departments of the business including but not limited to raw material, packaging supplies, tooling, maintenance, janitorial and office.
- Manage outsource manufacturing, including issuing PO's, coordinating materials, receiving and reorders.
- Input sales forecasts into MRP and run bi-weekly to determine raw materials needs to be purchased.
- Negotiate pricing, payment terms, quality parameters, ordering processes etc. Continually identifying where price savings may be made either through negotiation or resourcing.
- Monitor on time deliveries, lead time reduction, supplier performance and cost analysis.
- Monitor inventory turns and identify opportunities to reduce the number of similar part numbers, excess and obsolete inventories.
- Define purchasing strategy for raw materials and find new vendor relationships to maintain product availability and competitive pricing.
- Work closely with scheduling and production department to guarantee availability of materials for scheduled orders and future orders.
- Resolve supplier grievances, claims, quality issues, and arrange for disposal of red tagged materials. Responsible for obtaining compensation from suppliers for all related quality issues.
- Develop and implement sourcing and negotiation strategies for key spend areas to achieve short- and long-term saving targets.
- Maintain profiles on all suppliers in our CRM system. Update vendor pricing as it changes and verify accuracy monthly.
- Create a daily calendar of logistics activities that includes delivery appointments for inbound freight.
- Manage our receiving of all incoming purchases
- Find alternative solutions during critical shortages; expedite deliveries.
- Actively participates in Lean Process Improvements and projects.
- Other duties may be assigned to meet business needs.

### Minimum Qualifications and Characteristics:

- College degree or equivalent work experience
- Excellent negotiation and relationship building skills are a MUST!
- Resourceful with the ability to work both independently and with a team.
- Experience with MRP
- Ability to effectively present information to management, customers and suppliers.
- Must be self-motivated to initiate solutions and complete projects on a timely basis.
- Excellent organizational skills and ability to multi-task.
- Math/analytical skills

TO APPLY: Send resume to [cornelison@goldensierra.com](mailto:cornelison@goldensierra.com)