

Walbro LLC

JOB POSTING

Posting Number 17-002
Dates Posted 10/23/17 - 10/27/17
Position Title Senior Buyer
Position Reports to North America Supply Chain Manager
Department, Location Cass City, MI or Los Mochis, Mexico

Job Summary

Reporting to the North America Supply Chain Manager, this individual executes against the global supply chain strategy to support Walbro and individual Business Unit Objectives in delivering world class service that delivers a competitive advantage to Walbro.

Duties and Requirements of the Job

- Analyzes quotations and recommends suppliers with whom orders should be placed.
- Schedules deliveries, prepares orders, expedites orders when needed, and ensures timely delivery; follows-up to ensure all assigned internal customers are receiving orders on a timely basis and materials are consistent with order.
- Translates technical guidance and data into usable information applicable to the assignment.
- Participates in varied assignments requiring evaluation, judgment and accountability.
- Obtains certifications of delivery; verifies quality, quantity, specifications and price against order.
- Develops and maintains necessary files & records.
- Plans, conducts, supervises complex assignments; assures all assigned projects adhere to accepted professional standards.
- Makes recommendations about changes or additions to policies.
- Acts as liaison with other departments and locations. Establishes and maintains effective work relationships within the department, the Corporation and the community.
- Familiarizes employees and other departments with established policies and procedures.
- Makes recommendations about changes or additions to policies.
- Performs individual assignments as supervisors and superiors may direct.
- Ensures adequate and continuous controls are exercised over all assigned activities affecting quality; takes corrective action immediately upon discovery of a discrepancy.
- Maintains the professional competence, knowledge and skill necessary for the satisfactory performance of all assigned responsibilities.

Required Training, Knowledge and Experience

- Bachelor's degree in Business Administration, Accounting, or Engineering
- Highly developed negotiation skills and excellent communication skills
- Knowledge of supply chain activities including inventory, logistics and manufacturing process.

Essential Functions

- Due to the nature of information reviewed in the role, candidate must demonstrate a high level of integrity, discretion and confidentiality
- Regular and predictable attendance

Physical Requirements

- Occasionally lifts and carries up to 15 pounds.
- Works at a PC for hours at a time.
- Ability to travel occasionally.

Walbro LLC is an Equal Employment Opportunity Employer.

The Company does not discriminate on the basis of a person's race, religion, color, age, sex, national origin, disability, veteran status, pregnancy, or other protected grounds in recruiting, hiring, training, promotion, or conditions of employment.