

Walbro LLC

JOB POSTING

Posting Number 19-009
Dates Posted 2/14/2019 – 3/31/2019
Position Title Senior Buyer
Grade Level E5
Position Reports to Supply Chain Manager
Department, Location Supply Chain, Cass City, MI

Job Summary

The Senior Buyer negotiates pricing, lead-time, stocking agreements and commercial terms with vendors; analyses quotations and recommends suppliers with whom orders should be placed. This position will be based at the Cass City Plant.

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, accounting or engineering
- Highly developed negotiation skills, excellent communication skills
- Knowledge of supply chain activities including inventory, logistics and manufacturing process
- 3 or more years of progressive experience

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.