

Job Title: Buyer - Steel
Department: Finance/Procurement
FLSA Status: Non-exempt
Reports to: Purchasing Manager
Prepared Date: June 11, 2008

SUMMARY

Responsible for procurement functions directly associated with the inventory and replenishment of steel in order to maximize spend and quality delivery consistent with policy and performance standards. The position is further responsible for the timely planning, scheduling of receipt and inventory control of the products and services.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Other duties may be assigned)

- Monitors inventory levels and planned order quantities at both the component and assembly level and generates action plans to ensure that inventory levels are optimized, and dispositions excess inventory to support business objectives.
- Develop decision support tools and financial models to analyze the cost/benefit tradeoffs of inventory changes.
- Conduct day-to-day business analysis supporting steel inventory management.
- Assists the Product Managers in developing monthly sales forecasts and updates the forecast based on the planning process.
- Complies with commodity strategies as directed by Product Manager.
- Responsible for monitoring and evaluating inventory levels and initiating purchase orders for assigned product/vendor groups to maximize profitability by balancing carrying cost, ordering cost and transportation cost.
- Maintains computer based procurement records including costs, buying multiples, carton quantities, vendor minimums, load factors (includes weights and measures), service level objectives, forecasts, and lead times.
- Maintains procurement records such as items purchased, costs, delivery performance, product quality or performance, and inventories, utilizing spreadsheets, graphics, word processing, and/or presentation computer software.
- As a member of the Buyer/Product Manager team, meets with vendor representatives to gain an understanding of product changes, lead time, service and quality issues.
- Participates in Supplier Performance reviews.
- Works closely with Product Managers, Operations personnel, vendors and others to determine root cause and initiate corrective action for defective or unacceptable goods.

- Monitors and reports damaged/dead/overstocked inventory in order to expedite the handling of this material via the sales department, vendor returns, transfers and /or scrapping.
- Interfaces with Accounts Payable to approve disputed invoices for payment. This may involve contacting the vendor to correct invoice pricing versus quoted pricing.
- Travels as necessary for meetings with vendors, branch sales staff and training.

SUPERVISORY RESPONSIBILITIES

None

EDUCATION/EXPERIENCE

Bachelor's degree (B.A.) from accredited four-year college or university; two to four years related experience and/or training preferably in supply chain industry; or equivalent combination of education and experience. Must be able to work independently with minimal direction, strong planning and interpersonal skills to interact with suppliers and co-workers in a team-based environment, ability to handle multiple tasks in a high stress environment, outward thinking and positive attitude, and must have strong PC experience including demonstrated proficiency with Advanced Microsoft Excel and Database Management.

CERTIFICATIONS, LICENSES, REGISTRATIONS

After a training period of six months, must be able to satisfactorily complete Level I of the purchasing software advanced certification testing. With the next 12 months Level II and III certification testing should be successfully completed.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle or feel. The employee is occasionally required to stand and talk or hear. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

WORK ENVIRONMENT

The noise level in the work environment is usually quiet.