***REPORTING RELATIONSHIP & FUNCTIONAL ROLE***

This person reports to the Purchasing & Inventory Manager. The Senior Buyer builds and leverages strong working relationships with internal customers and key suppliers to assure cost, quality, and delivery targets are met. The primary focus of this position is to facilitate value-based procurement activities.

***REQUIREMENTS & CONDITIONS***

* ***Education:*** Bachelor’s Degree in Business or a minimum of 3 years Purchasing experience
* ***Experience*** Buying within a manufacturing environment, preferred
* ***Skills, Knowledge, Abilities:***

Sound knowledge of Purchasing and Supply Chain principles, theories, and processes. Exceptional time management skills, people skills, communication skills (verbal and written), and negotiation skills. Requires advanced capacity to collect, analyze, and interpret qualitative and quantitative data.

* ***Character Traits:* High level of integrity and honesty required. See CFI’s Core Values**
* ***Physical Requirements: Standing, sitting, climbing, walking, crouching, stooping, twisting, and bending.***
* ***Working Conditions/Environment***: **Office Conditions**

***RESPONSIBILITIES AND JOB DUTIES***

***Duties:***

* Facilitate companywide RFQ process*.*
* Material Estimating/Quoting for engineered projects.
* Data mine and seek out new suppliers and coordinate with key CFI decision makers in Engineering, Sales, Production, Procurement, etc.
* Vet new potential suppliers (some travel will be required)
* Conduct supplier analysis, evaluate potential suppliers and with minimal supervision, coordinate the overall supplier qualification process.
* Negotiate with suppliers to meet quality, delivery, and cost objectives.
* Develop and implement sourcing strategies to support overall business goals and provide company with a competitive advantage.
* Reporting of supplier performance, including quality, delivery, service, and cost.
* Evaluate and recommend purchasing and sourcing decisions to management.
* Maintain preferred suppliers within ERP software.

*Additional Duties:*

* Supports P&I department with technical, procedural, inventory control, and parts exchange
* Manages the parts inventory database and parts operations staff.
* Source varying mechanical and technical components for custom mechanical builds
* Negotiate pricing terms and availability of electrical and mechanical parts, components and technical goods and services
* Consults with engineering to develop efficient and optimal designs based on the availability quality components within an acceptable lead time
* Maintains current pricing
* Manages and establish parts numbers and protocol for the establishment of new part numbers
* Participates in planning, procurement and logistics of all custom-built products
* Facilitate returns and return negotiations

*Administrative/General:*

* Assist in development, review, and maintenance of processes, procedures and guidelines.
* Provide input to management regarding improvements to processes and procedures

Reviewed and Accepted by:

Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_