



SMITH-COOPER®
INTERNATIONAL



JOB DESCRIPTION

Position Title: Buyer
Department: Planning & Inventory Management
Reports to: Purchasing Manager
Category: Non-exempt, Full time
Field: Office

POSITION SUMMARY

The Buyer is responsible for planning, managing and maintaining replenishment for specified lines of business assigned to them by the Purchasing Manager. This individual will effectively manage the placement and/or replenishment of a designated product category(s) to maintain an in-stock standard while achieving planned turnover and revenue growth. The individual must be able to manage multiple projects or product lines simultaneously and be able to prioritize them in accordance with the challenges of a rapidly changing environment. This position reports to the Purchasing Manager.

MAJOR ACCOUNTABILITIES (include, but are not limited to):

Master the functionality of the MRP system. React to MRP messages to ensure material supply is aligned to system demand. Responsible for reviewing and initiating action on all buyer messages associated with their product category (s); including planned orders, cancel messages, expedites and inter-branch transfer request, and for maintaining and communicating accurate delivery information.

Collaborates with business partners and key stakeholders to establish inventory service level expectations, product line forecast and market intelligence driving change within their product category (s). Identify emerging trends and communicate annual and seasonal strategies to functional areas (Inventory, Sourcing, Sales Leadership, Suppliers). Analyze sales trends and customer forecasts to determine appropriate stocking levels of inventory are maintained across a network of four (4) distribution centers in the United States.

Monitor performance of vendors in regard to delivery, quality, and cost. Drive improved supplier performance through key performance indicators (KPI's). Develop and present data backed business case for change to planning metrics based on historical analysis.

Responsible for the documentation and submittal of planning change requests to the Purchasing Manager.

Manage supplier relationships and communications with suppliers and serve as key point of contact for Smith-Cooper with their portfolio of vendors.

Maintain and update all analytical data, including but not limited to supplier data, contact information, pricing, MRP planning records and HTS codes. Maintains current and accurate purchase order data in the purchasing system (e.g. delivery dates, pricing, change orders).

Expedites purchase orders as directed by MRP messages, notifying departments of the expected delivery date. Follow-up with vendors on backorders and shipment schedules to confirm timely deliveries.

Assists inventory control with any issue related to material that buyer is responsible for. Works with Strategic Sourcing and Engineering on NCMRs (Non-conforming Material Reports) and helps process all supplier related issues. Communicates with supplier and closes out issues (receiving all credits, etc) in a timely manner.

Provide quality inspectors with updated monthly schedules of shipments that require inspection services.

Resolves discrepancies between purchase order requirements and supplier performance.

Manage all expedite and cancel messages related to purchase orders. Notify departments of the expected delivery date, change to delivery dates and follow up on back orders with customer service teams.

KNOWLEDGE

Basic understanding of S&OP Process

Knowledge of international commercial terms (INCO) and conditions, import processes and procedures.

Product Knowledge – Knowledge of pipes, fitting and commodity valves carried by company.

ISO Knowledge – Knowledge of standards and requirements set to achieve ISO certification.

SKILLS

Experience in supply management, negotiations and supplier management with knowledge of the principles and practices of procurement in international manufacturing environment.

Some experience with negotiating terms and conditions with suppliers and sourcing.

Ability to manage multiple project tasks and quickly initiate changes in plan when appropriate.

Three (3) plus years forecasting, buying, inventory planning or related supply chain experience.

Demonstrated knowledge of supply chain systems.

Proven written and verbal communication skills.

Proficient in Microsoft Office Suite and database management tools.

Must be flexible and able to handle a heavy workload.

EXPERIENCE AND EDUCATION

Bachelor's degree preferred, or equivalent combination of relevant education and work experience that will allow successful performance of job.

MISCELLANEOUS

Work Environment/Travel

This job is based in the Commerce, CA, branch location, and is located in the Purchasing office.

Physical Activities

An employee of this classification performs generally sedentary work, requiring the occasional lifting of objects weighing ten (10) pounds or less.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee fulfilling this role. Activities, duties, and responsibilities may change at any time with or without notice.