

 <b>IRONFORM</b> (((CT=TT)))	<b>Site Buyer</b>	Revision Date: 11/01/2017
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**Department:** Purchasing**Reports to:** Purchasing Manager**Employee Type:** Indirect**Specific Job Responsibilities:**

- Maintain inventory levels for items that are not currently being managed by the Materials group, e.g. Purchased Components, as well as ensure MRO purchases are maintained by the MRO Buyer.
- Develop and manage Suppliers to meet all delivery and quality expectations, as well as work with deficient Suppliers to drive improvement plans to correct current issues and prevent future occurrences.
- Ensure that all pricing updates are approved through management prior to being updated in the system.
- Evaluate and update safety stock levels for purchased parts, and work in conjunction with the Materials group to determine and update the same for raw materials.
- Lead the on-site Purchasing team on a daily basis, as well as communicate weekly and monthly metrics to management.
- Spearhead internal improvement initiatives to drive continuous improvement.
- Communicate and coordinate returns to Suppliers in an effective and efficient manner.
- Creation and management of purchase orders, vendor contracts, and pricing within the MRP system, as well as maintaining accurate lead time and administrative information for each vendor.
- Externally communicate purchase orders released by the Materials groups, and reconcile any feedback or approved changes that are required.
- Work with the Purchasing Manager and Sourcing Team to ensure that special buys, supplier development, and cost reduction initiatives are properly executed, as well as collaborate with other departments on special projects, if required.

**Skills, Education and Experience:**

- Undergraduate degree preferred
- A minimum of 5 years' experience in Purchasing, Analytics or Production Management. Previous flat roll experience preferred.
- Understanding of Supply Chain operational concepts, including planning, logistics, and shipping/receiving.
- Demonstrated strong leadership skills, decision-making, and problem solving capabilities.
- Possess strong data analysis skills, including Excel, Word and Outlook.
- Demonstrates excellent communication (written and presentation) and negotiation skills.