

Position Description

Position Title: Sr. Purchaser (SCAFCO Grain)

Position Scope: The Sr. Purchaser is assigned a series of commodities and/or services for which they are responsible for assuring that the requirements for these purchased items are filled in a timely and cost-effective manner and that stocking levels are maintained within established guidelines.

Safety, Quality, & Environmental Overall Responsibilities:

1. Act in compliance with the company Health & Safety policies and procedures including any applicable legislation.
2. Notify the appropriate personnel of any situation or condition that may contribute to product or system non-conformity.
3. Comply with the Environmental Policy and contribute to its goals and objectives accordingly.

DUTIES / RESPONSIBILITIES:

- Drives spend compliance and coverage using recommended and preferred suppliers.
- Works closely with Quality and Strategic Purchasing to ensure high product quality and consistency and to resolve product issues as they arise.
- Maintain records, document quantifiable cost savings, prepare progress reports and verify invoices for irregular charges.
- Monitors and reacts to exception messages.
- Negotiates pricings and discounts on key product lines as applicable.
- Review monthly sales forecasts and update system accordingly.
- Interact frequently with sales, marketing and manufacturing personnel to balance supply and demand.
- Resolve issues by presenting various alternatives for decision.
- Performs other related duties as assigned.

EDUCATION/EXPERIENCE

- Minimum 5 years' experience in Manufacturing and/or Materials management.
- Bachelor's degree in related field highly preferred but not required.
- Thorough understanding of purchasing procedures and policies.
- Experienced user of computer systems. Proficient in MRP systems, Microsoft Office Suite, and or related software.
- Expertise in use of ERP systems and capacity planning modules.
- Knowledge of material flow processes.
- Good written and verbal communication skills.
- Excellent interpersonal skills and building of relationships with internal partners and external vendors.
- Excellent organizational skills and attention to detail.