U.S. Cargo Systems

Job Title: **Buyer**
Reports To: **Purchasing Manager**

SUMMARY

Acts as an authorized agent of the company to commit resources. Ensures that US Cargo Systems is receiving the best overall price and continues to build strong relationships with the company's supply base. Provides analysis and review of demand and supply. Integrates program requirements, customer needs, and product strategies into source selection, negotiation and contracting strategies. Negotiates pricing and contract terms and conditions. Prepares and executes negotiated contractual documents and binding agreements. Conducts risk, issues and opportunities management. Manages supply and demand, schedules, supplier quality, delivery, financial performance, and other key performance indicators. Initiates and executes supplier improvement activities and integrates results into contracting strategies.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Ensures that US Cargo Systems is receiving the best overall price and continues to build strong relationships with the company's supply base
- Provides analysis and review of demand and supply
- Integrates program requirements, customer needs, and product strategies into source selection, negotiation and contracting strategies.
- Negotiates pricing and contract terms and conditions
- Manages supply and demand, schedules, supplier quality, delivery, financial performance, and other key performance indicators Prepares and executes negotiated contractual documents and binding agreements
- Initiates and executes supplier improvement activities and integrates results into contracting strategies.
- Provides influence on the overall objectives and long-range goals of the organization. Failure to achieve objectives typically have a serious effect upon the administration of the organization.
- Initiates and develops solutions to a variety of complex problems referring to established policies, procedures and industry standards. Represents the organization as a key contact on contracts or projects.
- Interacts with senior internal and external personnel on significant matters often requiring coordination between organizations, departments or business units.
- All other duties as assigned.

CORE COMPETENCIES

- Commitment to company values and ethics
- Dependability: personally responsible, completes work in a timely manner, and performs tasks accurately
- Creativity: makes constructive suggestions and creates novel solutions to problems; evaluates new technology as potential solutions to existing problems
- Communication: excellent interpersonal and oral and written communication skills
- Must maintain strict confidentiality and professionalism

- Negotiating skills: must have confidence and the ability to be persuasive and assertive
- Organization: very detail oriented and always comes prepared
- Teamwork: works harmoniously with others to get a job done, responds positively to instructions/procedures, and works well with others
- Time management: ability to organize and manage multiple priorities and effectively deal with tight deadlines and pressure

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Working knowledge of Microsoft Office and ERP system (Oracle preferred).
- Lean Six Sigma experience, certified Green Belt preferred.
- Sourcing of a variety of commodities.

EDUCATION and/or EXPERIENCE

- Bachelor of Arts degree (B.A.) or Bachelor of Science degree (B.S.) from four-year college or university; or eight years related experience and/or training; or equivalent combination of education and experience. **or**
- Master's degree (M.A.) and 4 years related experience and/or training; or equivalent combination of education and experience.

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to lift a minimum of 5 to 10 pounds
- Works at telephone answering equipment, design equipment, and at a PC for hours at a time

The environment characteristic for this position is an office setting. Candidates should be able to adapt to a traditional business environment.

SIGNATURE

I understand that I am expected to adhere to all company policies and to act as a role model in the adherence to policies. I have read and agree that the contents of this job description accurately reflect my understanding of what is expected of me in this position.

Employee's Name: _____

Employee's Signature: _____ Date:_____