

**Classification:** Non-Exempt

**Position:** Buyer/Scheduler

**Salary Grade/Level/Family/Range:** TBD

**Reports to: Director:** Procurement

**Date:** May 5, 2020

## **JOB DESCRIPTION**

### **Summary/Objective**

The Buyer coordinates activities in purchasing and distributing materials, equipment and supplies by performing the essential functions listed below.

### **Essential Functions**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Order raw materials and packaging based on price, quality and delivery to meet production requirements while adhering to company policies and procedures.
- Analyze market trends and conditions to determine present and future material availability.
- Prepare, maintain and follow instructions regarding purchasing systems and procedures.
- Maintain system to evaluate supplier quotes.
- Develop and maintain positive supplier relationships through appropriate negotiation while meeting Novagard's Ethical standards.
- Utilize and manage procurement ERP/MRP reporting systems to meet company requirements.
- Monitor and maintain inventory levels and safety stocks.
- Work with R&D, Quality and Operations in the supplier and product qualification process and maintain supplier list.
- Prepare and submit purchase orders and change notices; obtains suppliers acknowledgements.
- Maintain PO report on a daily basis with proper receive by dates.
- Initiate and follow through on supplier non-conformances.
- Prepare and review proposals and vendor agreements for legal correctness, price and acceptability.
- Responsible for MRO requests.
- Advise all affected parties of the impact of changes in material price, availability or quality.
- Assist with other material projects that will reduce the lead time of materials from suppliers to customer including Kanban.
- Arrange for the disposal of surplus material and ensure that disposal activities are environmentally sound.
- Participate in various business teams within the company that focus on cost reductions, supplier consolidation and re-sourcing efforts.
- Respond to all internal and external customers with urgency and professionalism.
- Attend all prerequisite training as required by management.
- Other projects as assigned.
- Responsible for scheduling 1 production line and being a back up for the master scheduler.
- Responsible for supporting the purchasing initiatives in the S&Op meetings and any scheduling support for those areas.

Core Responsibilities

- Represent Novagard in a professional manner
- Follow all company Environmental and Safety policies, Quality Standards and other procedures and standards

## Competencies

### Core Competencies

- **Care & Commitment** - Consistently reliable, follows work instructions, investigates any inconsistencies and looks ahead to next steps. Offers ideas for improvements (safety, operations, process, and quality) and actively participates in improvement processes. Accepts change as part of future state improvement and adapts with positive enthusiasm.
- **Team Player** - Steps up to help the team even when it's outside of normal duties or comfort zone, looks out for the safety of self and team. Cooperates with others without dominating the group, values team members for their contributions and professional abilities, and always treats people with respect. Communicates ideas respectfully, honestly and clearly, and considers the suggestions and opinions of others.
- **Customer Focus** - Seeks out information on customer requirements, stops a process when an inconsistency is suspected, and reports inconsistencies to the right person. Involves customers and seeks best resource before moving forward with key decisions; follows through on promises made to internal/external customer. Delivers accurate product, services and paperwork to the next operation.
- **Initiative** - Initiates problem solving to address issues, acts without being told or directed, actively participates in resolution, seeks best alternative even if it challenges the status quo. Does and says the right things for the right reasons even when it's uncomfortable, speaks up immediately when seeing a safety hazard, a process error, or problem to resolve. Acts with sense of urgency: Gives immediate attention to tasks or issues that prevent organization from reaching goals, rethinks priorities and organizes work to achieve goals or get goals back on track.
- **Safety** - Participates in safety efforts enthusiastically, always with an eye for achieving the very best, approaches auditing with a commitment toward learning and improving equally. Consistently looks for opportunities to improve the safety culture, shows sincere interest in the improvement of safety in the organization above and beyond requirements. Actively drives culture where safety is more important than achieving numbers or reaching goals.

### Job Specific Competencies

- **Cost Control and Purchasing:** Maintains adequate materials supply and looking ahead to adjust accordingly, communicates with the right people to ensure proper schedule. Works with scheduling department to ensure the site on time delivery and short lead times by having materials JIT. In detail, understands the cost structure of departments, facilities and company, relates those to their impact on KPIs and adherence to strategic intent. Manages MRO purchasing to ensure JIT and Kan Ban principles are used and maintained.
- **Negotiations and Persuasion:** Demonstrates mindfulness, creativity and sincerity in negotiating, always toward a collaborative outcome in the best interest of all parties. Demonstrates effectiveness in salvaging tense negotiations, and resolving interpersonal or organizational conflicts. Exhibits effective and appropriate persuasion in change efforts, is viewed as credible by others throughout the organization.
- **Judgement:** Uses common sense when discerning priorities, demonstrates sound decision making when approaching decisions with critical impact. Grasps business cycle and its requirements, is process and detail oriented, absorbs new information quickly. Earns trust of others, does not cut corners ethically, does what is "right" not what is expedient.

## Supervisory Responsibility

This position has no supervisory responsibilities.

## Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

## Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties, the employee is regularly required to stand; walk, use hands to grasp, handle, or feel; reach with hands and arms and talk or hear. This position requires the ability to occasionally lift office products and supplies, up to 20 pounds.

## Position Type/Expected Hours of Work

This is a non-exempt, full-time position. Days and hours of work are Monday through Friday, 8:30 am. to 5:00 pm. Some overtime maybe required due to business demands.

**Travel**

Travel is minimal and primarily local during the business day.

**Required Education and Experience**

- Bachelor's Degree highly preferred
- 3 -5 years purchasing experience preferred
- CPSM, CPM, APICS a plus
- Strong MS Office Suite Experience
- Excellent communication, decision making and root cause analysis skills
- Team player, able to interact well with all levels of the organization.
- Detailed oriented, ability to multi-task and work independently.
- Must be self-motivated, flexible and have the ability to work in a high stress environment.

**EEO Statement**

Novagard Solutions is an equal opportunity employer and does not discriminate in its employment decisions on the basis of race, color, religion, national origin, sex, disability, age, military and/or veteran status, genetic information, or on any basis which would be in violation of any applicable federal, state or local law. Novagard Solutions will make reasonable accommodations for qualified individuals with disabilities or religious needs unless doing so would result in an undue hardship to Novagard Solutions.

Any employee with questions or concerns about this Equal Employment Opportunity Policy and its implementation in the workplace is encouraged to bring the matter to the attention of the Human Resources Department. Novagard Solutions takes this policy seriously and will not retaliate against any employee who, in good faith, raises questions or concerns with respect to equal opportunity or any form of discrimination, or who assists in the investigation of such matters. Employees found to be engaging in conduct in violation of this policy will be subject to appropriate disciplinary action, up to and including termination, regardless of whether the conduct violates applicable law.

**Other Duties**

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

**Signatures**

Manager\_\_\_\_\_

HR\_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

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