



PLIANT PLASTICS POSITION DESCRIPTION

Title: Sr Buyer
Reports to: Purchasing Manager

Rev. Date: 12/2018
Pay Grade: Salary

Purpose: The purpose of this job description is to reflect consistency of positions throughout the corporation; capture relevant education, training, skills and experience; and determine the necessary competence for the personnel performing work affecting product quality.

Position Summary:

Develop and direct a supply chain that achieves benchmark performance on quality, cost, delivery and innovation. Lead the department and cross functional teams with a meta-performing mindset to achieve maximum results while regularly looking for Position requires cross-functional involvement with many teams throughout the organization.

Preferred Education and Experience:

- Bachelor's degree
- 5+ years of experience in Purchasing in an automotive environment
- Ability to drive performance and innovation with minimal supervision
- Excellent verbal and written communication skills
- Must be able to work effectively with others at all levels of the organization internally and externally
- Strong analytical and problem-solving capability in complex situations
- Must be proficient with Microsoft Office products and ERP software applications

Essential Job Functions include, but are not limited to the following:

- Evaluate and develop suppliers with a risk-based approach to ensure continuity of supply and for compliance with domestic and international regulatory requirements (NAFTA), as well as those directed via IATF, Pliant and Pliant's Customers. Other considerations will be overall capability, capacity, effectiveness of problem-solving and innovation.
- Perform on-site supplier audits per IATF and Pliant Quality Management System requirements.
- Purchase all goods and services in accordance with established commodity strategies, company policies and purchasing procedures.
- Negotiate and implement long-term agreements with suppliers where appropriate. (ie resin indexing agreements)
- New Product Development support with internal launch teams to ensure that suppliers are involved at the ideal time in the early phase of program review.
- Identify and lead cost improvement efforts with internal and external teams
- Supplier training and education.
- Supply base consolidation that aligns with the Purchasing departmental plan.
- Monitoring and reporting of supplier performance
- Utilize data and analytical aptitude to provide meaningful reporting on supplier performance, development, cost management and reduction initiatives
- Manage supplier performance to obtain full engagement for innovation, problem-solving, cost management and risk mitigation throughout the supply chain.
- Manage supplier quality and corrective action process
- Engage intentional plans and action to support supplier development or resourcing where deemed necessary
- Maintain all system information to be current, accurate and as a repository for audits, surveys, notifications, and other documents that may be relevant to other Purchasing personnel.
- Serve as a lead to the Buyer for development purposes and to ensure that departmental practices are consistent and in accordance with procedure
- Responsible for supplier performance and performance plans when needed
- Timely and effective communication with all teams. Top notch customer service.
- Develop and report on departmental metrics and KPIs without prompting and oversight

Additional duties assigned even if not specifically outlined.

Mechanicals: Equipment operation or physical dexterity required for the position includes the routine use of: Keyboard, fax, copy machine, telephone, and calculator. Ability to lift within OSHA guidelines.

Work Environment: Industrial office environment, air conditioned with light noise, and regular factory floor exposure.

Core Values: Teamwork, Trustworthy, Respectful, Meta-Performance, and Fun-Positive Attitude. All Pliant associates are required to model these core values in all areas of communication and performance on a consistent basis.