

Job Description

Purchaser

Department:	Global Procurement	Job Grade/Classification	
Linear Supervisor	Operations Manager/Site Manager (AP, EU, AM)	Job Location:	Munich
Functional Supervisor	Regional Procurement Manager (AP, EU, AM)		

SUMMARY

The jobholder is responsible to improve and maintain the performance of Bucher Emhart Glass suppliers and to ensure compliance with established procurement strategies and processes. Furthermore, the Purchaser will support introduction of new products by execution of procurement processes and negotiations with suppliers, with an outspoken focus on Total Cost of Ownership (TCO).

EDUCATION and/or EXPERIENCE

- Bachelor degree (B.A) industrial engineering or equivalent experience and/or certificates
- Engineering background specifically within electronics is appreciated
- Strong negotiation skills
- Strong commercial background
- Problem solving skills in complex situations
- Two to three years of experience in a technical purchasing function

ESSENTIAL DUTIES AND RESPONSIBILITIES

The jobholder is responsible to perform the following duties and additional tasks directed by supervisor.

- Guide and advice on suitable suppliers and procurement set up in new product introductions
- Perform RFx (quotation) processes including supplier selection, negotiation, assist in make or buy decisions and procurement parameter setting in IFS
- Actively participate and support RD&E projects and customer orders
- Schedule and conduct monthly meetings with Buyer(s) to review and document supplier performance and other critical issues
- Monitor and drive supplier performance against established L&M KPI's and in accordance with the Supplier Relationship Model
- Participate in Supplier Quality Audits according to Supplier Relationship Model
- Escalate poor supplier performance to Category Manager
- Review and maintain purchasing parameters in the ERP system to optimize purchasing patterns and cost
- Resolve material shortages, when escalated from Replenishment (Buyer)

Job Description

BASIC DUTIES & RESONSIBILITIES

- Promote and foster a safe work culture, internally and when visiting suppliers.
- Comply with any local (site-specific) policies, rules and regulations.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

TRAVEL

Available to travel several days each month in order to meet with suppliers and participate in Global Procurement Team meetings. Employee may travel up to 10 % of the time.

QUALIFICATIONS

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

LANGUAGE SKILLS

Adequate English communication skills, verbal and in writing. Ability to read, analyze and interpret general business contracts and technical procedures. Ability to write, develop and report business correspondence.

CERTIFICATES, LICENSES, REGISTRATIONS

Not required, but preferred.

COMPUTER SKILLS

Working knowledge of Microsoft Office, and ERP system (IFS)

Employee Signature: _____

Date: _____