



210 5th Street
Charleroi, PA 15022

Created 6/26/17

Job Description:

Junior Commodity Buyer

BASIC PURPOSE

DMI Commodities Buyer is responsible for monitoring specific commodities markets such as galvanized coated sheet steel and various chemicals and securing those commodities through vendors at best market prices utilizing buying strategies that ensure DMI Companies raw materials costs are at below market cost.

The Commodity Buyer has direct hands-on management of inventory, availability and cost responsibility for accurate and timely purchasing and planning of a category of commodity materials. The Commodity Buyer will be required to gain and understand markets in which the commodities reside. The incumbent should be highly skilled at managing demand for materials needed to meet Production commitments of cost, Quality and On Time Delivery.

PRINCIPAL FUNCTIONS/DUTIES:

- Executing best practices for timely purchase order (PO) placement, estimating material costs & lead time for customer quote bids, and maintenance of outstanding supplier PO commitments.
- Meet demand for material & estimates with a low backlog of outstanding PO & RFQ's, Material OTD, and efficiency metrics managing Supplier POs (e.g. cost, lead time, quoting, delivery, quality, RMAs, etc.).
- Identify and take actions on solutions to procurement issues that include supplier performance, supplier selection, obsolescence, data/specification/documentation completeness, and other causes of delay.
- Direct hands-on and management responsibility for accurate and timely purchasing and planning of a category of commodity materials.
- Lead the recruitment, evaluation, and selection of suppliers and service providers through strategic sourcing, identification of capabilities, the creation of technical RFQ documents, proposal review, and risk analysis.
- Must be highly skilled at managing demand for materials needed to meet Production commitments of Quality and On Time Delivery.
- Responsible to identify and take actions on solutions to procurement issues that include supplier performance, supplier selection, obsolescence, data/specification/documentation completeness and new Product Introduction project plans.
- Conduct annual price reviews with vendors.
- Lead commodity planning with Sales, Marketing, and Production in meeting customers' needs (guaranteed Promise Dates), minimizing Production (WIP) delays, and ensuring supplier quality.
- Anticipate and proactively mitigate risks to material procurement commitments.

- Create and maintain all reporting requirements (daily, weekly, monthly, quarterly) as needed to monitor purchasing activity levels, support build schedules, and maintain replenishment systems.
- Seek and achieve cost saving opportunities with new and existing suppliers.
- Conduct continual market analysis, secures quotations, negotiates prices and terms with suppliers. To ensure most favorable pricing.
- Coordinates as appropriate, quality matters and engineering changes/developments between company activities and suppliers.
- Conduct supplier evaluations.
- Performs other related duties as required.

EXPERIENCE:

- Should have 2-3 years of commodity material management.
- Experience with Lean concepts with regard to inventory reduction, JIT, etc.
- Should have 2-3 years' experience with material & supplier quantitative performance reporting responsibility to management.
- Should have 2-3 years' experience with ERP/MRP demand & forecast systems and demonstrated continuous use and mastery of these systems.
- Highly motivated with a proven record of cost reductions.
- Strong leadership qualities.
- Excellent computer, communication and negotiation skills.
- Excellent analytical skills and detail oriented.
- CPM or APICS certification strongly desired.

EDUCATION:

- BS Degree in Business, Business Management, Accounting, Finance and Economics.

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

Individuals may need to sit or stand as needed; may require walking primarily on a level surface briefly throughout the day, reaching above shoulder heights, below the waist or lifting as required to file documents or store materials throughout the work day. Proper lifting techniques required.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The performance of this position may occasional require exposure to the manufacturing areas where under certain areas require the use of personal protective equipment such as safety glasses with side shields and mandatory hearing protection.

For the most part ambient room temperatures, lighting and traditional office equipment as found in a typical office environment.

This is an exempt position.