

POSITION DESCRIPTION

Title: Purchasing Supervisor Grade: 9
Location: Elk Grove Village Dept: Operations
Reports To: Customer Service Manager

Employees Supervised: NONE

POSITION PURPOSE: Supervise the Elk Grove Village Facility procurement function to ensure timely and accurate sourcing of raw material and outside processing services in support of facility demand and annual objectives. Establish and maintain relationships with suppliers and freight forwarders to ensure proper assessment of pricing, sourcing, inventory levels, international logistics, and facilitate conflict resolution. Utilize system modules to manage raw material and outside processing purchase orders, including review, confirmation and retention of acknowledgements, receivers and general supplier correspondences.

ESSENTIAL FUNCTIONS:

- Run and assess system data for steel and film/core (automotive) to ensure proper sourcing in support of the EGV demand plan. Work with Scheduling to determine all sources of demand on manufacturing resources such as customer product order backlogs, sales forecasts, service item demands, engineering pilot runs, equipment installation/upgrade, maintenance requirements, etc.
- Generate and track purchase orders/acknowledgements for incoming steel and film/core (automotive), along with similar documents associated with outside processing. Negotiate with and manage suppliers to ensure competitive sourcing and focus on continuous improvement.
- Manage outside processing production including in-bound/out-bound movement of materials, component issues, finished item receipts and scheduling with OP facilities.
- Solicit sourcing and pricing of steel, film/core (automotive) and outside processing services to provide timely responses in support of EGV quoting and new product costing activities.
- Review and maintain inventory levels for steel, film/core (automotive) in support of EGV demand plan and facility annual objectives. Actively assess ways to minimize inventory levels and financial impact on raw materials, outside processing services and international freight.
- Assist Supplier Quality Engineer, Quality Personnel and/or Scheduling with the disposition and resolution of vendor claims, HFI material and reprocessing. Along with SQE, maintain and report on the Supplier Quality Rating system on a quarterly basis.
- Primary Responsibility and Authority for Element 4.6 Purchasing which conform to the requirements of the EGV Quality Management System and IATF. Report on all Corrective

and Preventive Actions relating to this element during the Management Review process. Actively participate in the Quality Improvement Process, including the review and update of Process Development procedures.

- Develop Standard Operating Procedure and best shipping practices to efficiently carry out international logistics activities. Negotiate sea and air freight quotes with freight forwarders. Ensure international logistics system is in accordance & compliance with all laws + regulations.
- Handles all major negotiations with suppliers for materials and/or services as well as large value claims to suppliers. In accordance with corporate objectives, obtain necessary purchases at the lowest possible cost consistent with approved quality, performance and delivery standards.
- Support Operations initiatives.

NON-ESSENTIAL FUNCTIONS:

- Responsible for continuous improvement in the area of raw material inventory levels.
- Supports all purchasing and scheduling related efforts associated with joint ventures, acquisitions, etc.
- Prepares analysis and performs additional duties as required.

POSITION REQUIREMENTS:

- Bachelor's degree or 10+ years of procurement experience.
- Knowledge of Purchasing and Inventory Control functions.
- Experience required in a manufacturing environment with exposure to paints, chemicals, films, and metal preferred.
- Experience with international freight/logistics.
- Minimum of 5 years supervisory experience.

Prepared by: _____ **Date:** _____

Direct Supervisor/Manager: _____

Employee: _____

Multiple Incumbents: _____

Next Level Supervisor/Manager: _____

Human Resources: _____