**Job Title:** Buyer (Levels I-III)

**Department:** Purchasing

**Reports to:** Purchasing Manager

**Positions Supervised:** None

**Date:** April 2019

**Purpose:**

Secure goods and services to support the Company in a manner consistent with corporate guidelines and needs, Lowest Total Cost, and Purchasing Best Practices while maintaining excellence in Quality.

Key Results Areas

**Corporate Policy and Support (All levels)**

1. Represents TM externally in a positive professional manner in all circumstances and acts in accordance with Tapemark ethics policy.
2. Primary responsibility within the organization for procurement needs and supplier communication related to these needs. Other departments involved as required.
3. Coordinate, facilitate and cooperatively work with other departments (Engineering, Quality Assurance, Materials Control, Scheduling, Sales & Marketing and Operations) to identify and resolve all issues relevant to the supplier and/or purchased product or equipment.

**Development Purchasing (I-15%, II- 25%, III-40% or more)**

1. Work with suppliers, engineering, and manufacturing on early product development and introduction to increase supply chain responsiveness, meet deadlines, decrease costs, meet quality requirements and reduce supply risk.
2. Continually strive to increase understanding of advancements of new technologies in materials and supplier capabilities (processes) associated with the raw materials being sourced.
3. Develop and execute sourcing strategies for raw materials and assertively pursue implementation once approved.
4. Qualify suppliers based on Tapemark requirements and/or procedures working cooperatively with other departments (ex: Quality & Regulatory Assurance) as required or requested.
5. Other duties as assigned.

**Commercial Purchasing (Buyer I -25%, Buyer II-40%, Buyer III- 25%)**

1. Analysis of material usage on previous commercial production orders to:
   1. Prevent over/under buying of raw materials for current production orders
   2. Provide feedback to quoting/estimating team on the accuracy of the internal quotes that are used to drive purchasing quantities (continuous improvement)
   3. Align purchases to improve material consumption and lower waste due to material expiry
2. Continually identifies and implements ideas that result in a lower cost and/or higher quality product and/or greater customer satisfaction. Suggests alternative material or supplier where appropriate
3. Participates in departmental continuous improvement projects including benchmarking, quality measures, cost reduction, training and others as requested.
4. Other duties as assigned

**Supplier Management (Buyer I- 25%, Buyer II-25%, Buyer III-25%)**

1. Negotiates to achieve lowest total acquisition costs in all areas of the supplier relationship (lead-time, material cost, scheduling flexibility, warranty, inventory programs, future prices, delivery, spare parts, free items, terms, conditions, quality, etc.)

B. Recommends and/or performs initial and ongoing audits of potential and current suppliers based current Tapemark requirements and/or policies.

C. Develops, negotiates, and manages supplier contracts.

**Administration: (40%-Level I, 10% Level II, 10%- Level III)**

1. Performs computer and/or manual computation to determine and allocate dimensionally correct materials and provide unit of measure conversion for production.
2. Ensure that purchase orders are created and updated with all the correct delivery information, terms, conditions, specifications, and instructions. Create and maintain vendor files and material databases (electronic and paper).
3. Learns and accurately performs purchasing transactions as required by Tapemark’s systems including IQS, Visual, Great Plains and others as requested.

**Job Qualifications**

Level I: High School Diploma or GED required.

1-2 years of Purchasing in a manufacturing environment

Level II: High School Diploma or GED required. 4-year college degree preferred.

C.P.M., ISO and GMP experience preferred.

3-5 years of progressive procurement responsibility in a manufacturing environment.

Level III: High School Diploma or GED required. 4-year college degree required or 10 years of purchasing experience in a manufacturing environment including training, contracts and leading successful negotiations.

All positions:

Mainframe computer experience and intermediate skill level for Microsoft Excel, Word, PowerPoint, and Project (Beginning level for Buyer I)

Medical converting and rolled goods experience are preferred.

ISO and GMP experience preferred.

Experience in Global sourcing preferred.

Occasional Overnight travel is required