***Purchasing/ Buyer Specialist***

Heartland Automotive is a Tier 1 manufacturer of interior and exterior automotive parts. Our products include plastic molded, painted and assembled parts. These parts are used in Instrument Panels, Door Panels, Consoles, Pillars, Head Liners, Aprons and Rear Gates and Exterior Cladding.

***SUMMARY:*** Responsible for coordinating activities involving with procuring goods and services such as raw materials, equipment, tools, parts, and supplies for the organization by performing the following duties.

**Essential Duties and Responsibilities:** include the following. Other duties may be assigned.

* Place orders, rescheduling and cancel orders based on requisitions and MRP output
* Expedite delivery of goods as needed
* Analyze inventory levels.
* Plan schedule and monitor the movement of materials through the production cycle.
* Prepares purchase orders
* Make Tactical buying decisions.
* Review receipt history for payments where discrepancies exist.
* Expedite deliveries of good when necessary.
* Create and modify schedules as required to meet customer demands.
* Understanding of MRP systems IQMS preferred.
* Review requisitions which are applicable. Confers with vendors to obtain product or service information such as price, availability, and delivery schedule
* Select products for purchase based on safety, quality, delivery and cost
* Estimates values according to raw material market price and analyzing the potential supplier’s cost structure
* Determines method of procurement such as direct purchase quote, or bid
* Prepares formal requests for quotations and letters of intent
* Reviews bid proposals based on cost and supplier capacity
* Maintains supplier performance records and coordinates supplier development activities
* Cooperate with internal departments to resolve supplier discrepancies or issues
* Reviews invoices and approves payment where discrepancies exist
* Expedites delivery of goods to users if necessary

**Competencies** To perform the job successfully, an individual should demonstrate the following competencies:

* + Effective communication to internal and external sources (written and verbal).
  + Ability to use PC creates effective memos and letters, develop and analyze spreadsheets and charts.
  + Technical buying background (preferably in industrial or automotive industries).