

Job Description for: **Senior Commodity Buyer**

POSITION SUMMARY:

The Senior Commodity Buyer is responsible for activities related to purchasing, material planning and material management for BIT Group's US operations.

ABOUT THE COMPANY

BIT Group is a leading resource for turnkey development and manufacturing of IVD instrumentation and complex life science products. Our senior staff members have extended experience in the industry, each with a long history of successfully developing and manufacturing medical devices, in vitro diagnostic instruments and bioresearch platforms.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Support the company's strategic approach to supply base optimization
- Support purchasing manager in improving and managing daily and strategic activities
- Interface with QA/QC to qualify and monitor new suppliers.
- Utilize MRP/ERP tools to ensure that adequate materials are ordered on a timely basis, and that inventory levels and material locations are accurately tracked.
- Negotiate optimal terms with key suppliers across multiple product lines.
- Create purchase orders, including blanket purchase orders
- Prepare various status reports as requested by Purchasing Manager
- Drive sourcing decisions based on quality, delivery performance and total cost aspects
- Regularly monitor suppliers' performance, define and implement corrective actions where necessary
- Achieve continuous material cost reduction and attain target inventory levels
- Organize quotes for new products and work with engineering and suppliers to ensure achievement of design-to-cost targets
- Drive inventory management with suppliers to maximize turns, while maintaining production and spare parts flow.
- Leading the definition, implementation, and support of ERP Purchasing processes and drives improvements to use new ordering method to reduce overhead effort, e.g. supplier Kanban, automatic order placement, Vendor management inventory (VMI) in cooperation with MIS and other BIT departments.
- Leading supply chain reporting and setting guidelines for ordering material to reduce Working capital while maintaining material availability within the strategic targets of BIT.
- Supports the alignment between the management and the team for quoting and ordering of new client PO and in daily action items.
- Support purchasing manager in task assignments to the whole team.
- Supports purchasing manager with capacity planning and improvement of the purchasing organization.
- Representing purchasing in global supply chain activities
- Other duties as assigned, this task list is not to be considered comprehensive.

JOB QUALIFICATIONS:

- Education: Four-year degree in a related field
- At least five years of purchasing and material planning experience, preferably in a regulated industry
- Demonstrated success in strategic sourcing, preferably in a regulated industry
- Working relationships with suppliers of electromechanical parts, PCB assemblies, wire harnesses, sheet metal, molding and secondary operations.
- Experience in manufacturing environment with machined and electronic sub-assemblies leading to assembly required
- Strong negotiation skills with suppliers for pricing, inventory management, volume discounting, service etc.
- Strong computer skills with a background in an ERP system
- Strong ability to read and understand engineering drawings and documentation, with additional knowledge of machining, sheet metal fabrication and electronic assembly
- Extraordinary hands-on mentality with ability to think “outside the box” in solving complex issues
- Experienced with and responsible for heavy Excel work (i.e. Pivot tables, V Look-ups, Tracing Dependent Formulas); intermediate to advanced formula knowledge a MUST.
- Superior organizational skills and attention to detail, able to multi-task efficiently
- Effective communicator, verbally and written
- Expected to travel as needed to our Irvine office and internationally

INTERPERSONAL SKILLS:

- Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
- Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
- Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.
- Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

BENEFITS:

BIT Group achieves excellence in organizational development by encouraging the professional and personal growth of our employees. Our commitment to the health and happiness of every employee is demonstrated in the following programs:

- Comprehensive medical, prescription drug, dental, and vision insurance for employees and dependents
- Company paid life and AD&D insurance
- Voluntary (employee paid) supplemental life, AD&D insurance for employee, spouse, and children
- Company paid short term disability
- Company paid long term disability
- 401(k) pre-tax and Roth employee contributions
- 401(k) "Catch Up" contributions for employees age 50 and over
- Flexible Spending Accounts (health care, dependent care)
- Discount tickets to Southern California attractions
- Employee celebrations and events throughout the year

BIT Group is committed to hiring and retaining a diverse workforce. We are proud to be an Equal Opportunity/Affirmative Action-Employer, making decisions without regard to race, color, religion, creed, sex, sexual orientation, gender identity, marital status, national origin, age, veteran status, disability, or any other protected class.