

Strategic Buyer

Location: Cleveland, OH

Company Summary: Soundwich is a leading provider of acoustical/thermal and air-flow management products for the transportation, consumer, industrial and heavy equipment industries. The company is a full-service supplier that works in close collaboration with its customers to develop solutions that are both cost and mass efficient.

Objective: The Strategic Buyer will ensure that all purchased parts fully meet expectations by developing and managing suppliers to meet cost, quality, and delivery commitments.

Responsibilities:

- Manage supplier relationships to ensure on-time delivery of materials to support the production schedule.
- Maintain strong working relationships and communications with production, scheduling, customer service and engineering to ensure price and delivery objectives are met.
- Review purchase order acknowledgements and approve and resolve purchase orders/invoice discrepancies.
- In conjunction with engineering and operations, verify that RFQ documentation is accurate and complete, allowing suppliers to provide accurate quotations to specification.
- Collaborate with cross-functional team partners to ensure suppliers are appropriately qualified, audited and meet performance expectations.
- Identify potential trends & issues within the supply chain and recommend appropriate, cost-effective solutions.
- Support sales and engineering teams to meet on time launch of new products and improvements.
- Ensure adherence to relevant quality management systems, environmental management systems, procedures and work instructions.
- Exhibit positivity, flexibility, creativity and a willingness to take on new responsibilities as requested or required.

EDUCATION and/or EXPERIENCE:

- Bachelor's degree in Supply Chain or related field preferred.
- 5+ years as a direct buyer executing requirements in a timely fashion based on MRP demand.
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- Strategic sourcing experience with demonstrated ability to source product and materials according to material specifications and project requirements.

QUALIFICATIONS:

- Excellent interpersonal skills with ability to interact effectively with all levels of the organization.
- Experience in indirect/MRO purchasing a plus.
- Effective problem-solving skills with ability to synthesize and think creatively.
- Ability to work independently and to make timely, effective fact-based decisions.
- Able to work in a fast-paced environment, multi-task effectively and contend with changing priorities.
- Proficient computer skills, working knowledge of Microsoft Excel and ERP systems (PLEX, a plus).
- Self-motivated with the ability to work independently and take direction from others.
- Respectful toward other members of the team and other support groups within the company.
- Positive attitude, team player, driven and motivated to learn.
- International shipping to China, Mexico and Canada.
- Work with operations for status of orders on a daily basis.
- Experience with shipping tools / systems are preferred: UPS, DHL, & Fed EX Ship Manager, 3rd Party Shippers.
- Familiar with automotive /ASN/ Chrysler smart programs.
- Inventory management experience and participate as a team in quarterly / annual cycle counts.
- Organized, detail oriented and possess strong problem-solving skills.
- Ability to follow detailed instructions.
- Willing to follow all safety rules.
- Ability to pass drug test & background screening.

PHYSICAL DEMANDS:

- Typical physical demands associated with office and production support.
- Ability to work beyond normal workday hours and some weekends.
- Ability to travel up to 10%.

WORK ENVIRONMENT:

- Exposure to cold and hot temperatures, humidity, dust, vapors, fumes, vibrations and other loud noises when working in production.

****Offers of employment will be contingent upon satisfactory results of medical exams, drug tests, and background checks**