



## Senior Buyer

**Title:** Senior Buyer  
**Group:** Doyon / NU-VU

**Location:** Menominee, MI  
**Reports To:** Vice-President

### Job Description

The Senior Buyer is responsible for managing inventory levels and obtaining materials from suppliers at the best cost with considerations of quality, reliability of source, and urgency of need. Primary job responsibilities include researching potential vendors, negotiating contracts, ensuring timely delivery of goods, and identifying cost reduction strategies. The Senior Buyer must maintain effective cross departmental relationships to properly forecast supply needs to meet or exceed customer expectations.

### Essential Duties and Responsibilities

- Research and evaluate suppliers, negotiate contracts, and manage vendor relationships.
- Work with suppliers and vendors to resolve quality, shipping, or invoicing issues.
- Analyze market trends, pricing, and quality of products to ensure the best value for the Company.
- Collaborate with other departments, including Sales, Service, Engineering, and Production Management, to forecast demand, plan inventory levels, and ensure timely delivery of goods and services.
- Organize product information and track back orders.
- Expediate orders as needed to meet production goals.
- Monitor and manage inventory levels; ensure parts are available to support production and reduce shortages or excess material from inventory.
- Manage the procurement process from requisition to delivery, ensuring compliance with Company standards and procedures.
- Identify opportunities for cost savings and process improvements.
- Provide guidance to junior members of the Purchasing team.
- Run AS400 reports.
- Maintain records of purchases and payments.
- Adhere to Sarbanes Oxley guidelines.
- Other duties as required and assigned based on business needs.

### Qualifications

- Post-secondary degree or certificate in business or supply chain management or a minimum of 5 years of experience in purchasing or procurement.
- Experience in managing vendor and supplier relationships.
- Demonstrated negotiation skills.
- MRP experience in a manufacturing environment preferred.
- Proficient in Microsoft Office and procurement software.
- Knowledge of AS400 preferred.
- Must possess strong attention-to-detail, problem-solving, and analytical skills, and the ability to deliver results in a fast-paced environment.
- Strong interpersonal and communication skills.
- Experience with food service equipment a plus.
- Commitment to maintaining a clean, organized, and safe work environment.



### **Working Conditions**

Work is performed in an office setting in a manufacturing environment. Hours of work will generally be during regular business hours with at least 40 hours a week but may vary according to special projects, deadlines, or other circumstances. Work is sedentary in nature with occasional lifting of up to 25 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.