



POSITION TITLE: Senior Buyer
LOCATION: Columbia, Maryland
PT/FT/TEMP: Full-Time

For over 40 years B/A Products has designed and developed products that are industry standard for OEM's and end-users of the Towing, Vehicle Recovery, Fire, Rescue, Auto Transport, Industrial, Agricultural industries and more.

POSITION SUMMARY

Coordinates and leads activities of the purchasing team for purchasing and distribution of materials, equipment, and supplies in organization by performing the duties listed below. This position requires a professional individual who is reliable, takes ownership and has a team-oriented mindset. The department culture is one that highly values open communication and dependability within the group. This position works together with the entire team to achieve organizational goals for the company's overall success each year.

KEY RESPONSIBILITIES

- Leads in the supplier evaluation process. Develops a system to evaluate vendor quotations that utilizes appropriate negotiation and purchasing techniques to ensure quality, price, delivery, and service both domestically and international. Qualifies new suppliers that provide high quality products and services at a better price while maintaining the highest code of ethics and business conduct.
- Manages commodity categories with initiatives towards reduction in cost and improvement to the supply chain. Reporting responsibilities on products falling within commodity categories.
- Negotiates requests for components, equipment, supplies, and services from suppliers and subcontractors, domestically and international. Achieves annual cost saving goal.
- Prepares and implements NDA, Terms and Conditions of Purchasing, Vendor supply and quality agreement, and Vendor Stocking agreement where applicable, to new and existing suppliers for legal correctness, price, and acceptability of items to specifications.
- Manages and develops vendors through supplier performance management program, provides appropriate and timely feedback and necessary corrective measures as required.
- Prepares and maintains instructions regarding purchasing systems and procedures.
- Reviews and modifies purchasing data (lead time, minimum order quantity, order point, forecast, historical usage etc.) to optimize stocking level and business continuity. Places purchase orders as required
- Reviews purchase order claims and contracts for conformance to company policy. Oversees all activities related to procurement of a commodity, from intent to purchase through delivery of commodity.
- Designs, implements, manages, and monitors procurement reporting systems to meet company requirements.
- Analyzes market and delivery conditions to determine present and future material availability and prepares market analysis reports.
- Has experience with international logistics and import operations and is able to troubleshoot delivery issues.
- Assists in the analysis and identification of surplus material and make recommendations for disposal.



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EDUCATION & EXPERIENCE REQUIREMENTS

Four (4) year college / university program degree; and/or minimum of five (5) years related purchasing and supplier management experience. International sourcing experience is required.

CERTIFICATION REQUIREMENTS

SPSM / CPPM a plus

LANGUAGE SKILLS

Excellent communicator in English. Fluent in Mandarin Chinese. Ability to read, analyze, and interpret common legal documents. Ability to respond to common inquiries or complaints in written or spoken format. Ability to effectively present information to local and parent management.

MATHEMATICAL SKILLS

Ability to apply advanced mathematical concepts and utilize spreadsheets to evaluate and present data. Ability to present financial analysis for evaluation and recommendation.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions and data and deal with abstract variables.

COMPUTER SKILLS

Working knowledge and experience with Microsoft Office is required. Must have working experience with ERP system such as Microsoft AX or equivalent ERP software; Internet; Human Resource and Payroll systems.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to use hands and arms. Some domestic and occasional international travel are expected.

WORK ENVIRONMENT

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.