



Ascent : A Stryker Sustainability Solution Job Description

Print Associate's Name:			
Job Title:	Buyer	Department:	Procurement
Reports To:	Procurement Manager	Location:	Lakeland, Florida
Approved By:	Human Resource Department	Approved Date:	06/24/2010

Summary of Job

Responsible for the purchasing, inventory levels, and management of all raw materials associated with manufacturing, and equipment, supplies associated with the manufacturing process, and other purchases related to the support of the facility.

Essential Duties and Responsibilities

- Purchase materials, supplies, and equipment based on production and engineering requirements by utilizing reports, computer software {JDE} and other data to calculate order quantities as needed.
- Support Research & Development and Engineering projects when required.
- Maintain acceptable levels of raw material inventory to support production while achieving inventory objectives.
- Support the Purchasing Department objectives by assisting with cost reduction, inventory reduction, and quality projects.
- Analyze market trends for commodities to communicate risks and opportunities to management and to manage suppliers and costs accordingly.
- Compile RFQ {request for quote} packages as required or directed to reduce costs and improve supplier base.
- Interview and qualify potential suppliers following approved procedures.
- Maintain proper quality approvals for existing suppliers.
- Develop and maintain strong supplier relationships.
- Maintain JDE records and other records, reports, and metrics through appropriate updates and data entry as required.
- Analyze data and maintain reports and metrics as required.
- Demonstrate the positive behaviors that reflect understanding and support of the organizational values set forth in the Ascent Healthcare Solution mission statement.
- Actively contribute to the company philosophy of providing quality service by treating all individuals with courtesy and respect.
- Enhance teamwork by showing a willingness to be flexible in responding to the challenges facing the health care industry.
- Manage time and resources effectively through good organizational skills and through use of positive problem solving skills.
- Continuously strive to improve quality of customer service by recognizing opportunities for improvement and ideas that would fall into the Ascent Healthcare Solution mission.
- Participate in creating a professional environment by maintaining a professional appearance and behavior.
- Perform other duties as directed or assigned.

Qualifications (Education, Certifications and/or Experience)

- EDUCATION: Bachelor Degree.
- EXPERIENCE: 3-5 years purchasing experience in a manufacturing environment or related field/industry required.
- MRP or ERP system experience, JDE a plus.
- APICS CPIM and/or CSCP and/or ISM CPM a plus.
- Actively participate in a professional organization, such as; APICS or ISM and/or higher education.
- Knowledge in JIT {Just in Time}, Lean Manufacturing concepts, and other continuous improvement processes.
- SKILLS: Good oral communication skills. Good organizational skills. Ability to interact with professional associates at the company level as well as entry associates and suppliers. Demonstrate management skills. Computer literacy. Strong negotiation skills. Ability to analyze data and create reports.

Work Environment

- Worker may be exposed to chemicals.
- Working Conditions
- Exposure to warehouse conditions.
- Subject to interruptions.
- Subject to changing conditions.
- Protective Equipment Required
- Protective equipment as indicated by area procedure.
- Physical Requirements
- Prolonged standing, sitting, and/or walking.
- Minimal Work: Exerting up to 50 lbs. of force occasionally to move objects.
- Near acuity: Ability to see at 20 inches or more.
- Must be of high moral and ethical standards.
- Adaptability to changes in procedure.
- Ability to interact with personnel at all levels of the company as well as agents of other companies, customers and suppliers.

I have read and understand the position requirements as stated above, and attest that I can perform the essential job duties.

Employee Signature

Date

Manager/Supervisor/Human Resources

Date