



## JOB DESCRIPTION

**Job Title:** Buyer 2  
**Department:** Purchasing  
**Reports To:** Procurement Director  
**FLSA Status:** Exempt  
**Date Issued:** Nov 2022

### SUMMARY:

Responsible for overseeing the sourcing program and purchasing parts and supplies within the defined category strategies to achieve best in class cost, lead time and inventory stocking levels. Identifies various sources for required materials within the assigned categories and services. Execute RFPs and RFQs, support bid evaluation and contract negotiations in support of awarding new business. Executes purchase orders, maintain contract requirement with suppliers, and maintain current costs within Newterra's ERP. Hold suppliers accountable for supporting Newterra's procure to pay process and delivering required products and services within the predefined lead times and cost structure.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Establish and maintain relationships with suppliers, and negotiate the best possible price, payment terms, and freight costs. Negotiate stocking programs to control the on-hand inventory levels needed to meet production demands. Perform supplier audits including cost, quality, and delivery of products to evaluate supplier performance.
2. Daily, review new requirements in Newterra's ERP and issue purchase orders as needed to meet the production schedule. Identify potential delivery problems and take proactive steps to prevent delays.
3. Support supplier onboarding and the maintenance of existing supplier relationships to ensure proactive communication with suppliers and any necessary training for suppliers to better understand what is expected of them in relation to meeting Newterra's delivery, quality, and cost expectations.
4. Daily, review new orders entered into the system and issue purchase orders as needed to meet the production schedule. Identify potential delivery problems and take proactive steps to prevent delays in materials.
5. Monitor inventory levels to targeted inventory levels are achieved while ensuring continuity of supply.
6. Prepare, maintain, and review purchasing files, reports, and price lists ensuring quote files or market pricing in Newterra's ERP is always current.
7. Review sales forecast with management on a weekly basis to determine inventory needs and identify potential delivery issues and take proactive steps to prevent delays.
8. Analyze historical data to determine trends in equipment and parts needs.
9. Review existing parts and issue an Engineering Change Request to review a redesign or combine parts to

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reduce the number of SKU's.

10. Review data accuracy in the system (BOM's, part numbers, cost) and report problems to appropriate
11. Interface with key stakeholders from other departments such as Quality, Operations, Sales, Engineering as necessary to ensure a consistent flow of communications.
12. Support development of savings funnel and execute the implementation of established savings projects to drive towards annual savings targets.
13. Support and/or execute Supplier Quarterly Business Reviews for all critical and/or strategic suppliers within assigned categories and services.
14. Other duties as assigned.

#### **OTHER DUTIES AND RESPONSIBILITIES:**

- On a monthly basis:
  - Monitor level for Floor Stock material and order material accordingly.
  - Support monthly reporting for spend analysis across all Newterra for assigned categories and services.
  - Support supplier scorecard system to include defining objective KPIs for all Newterra critical suppliers. KPIs include quality, Ontime Delivery (OTD), cost and ease of doing business.
- On an annual basis:
  - Support annual calculations for establishing standard costs for assigned categories and services.
  - Support rough cut forecast creation and communicate the forecast to Newterra's list of critical and/or strategic suppliers.
- Assist with preparing purchase orders and sending copies to suppliers and to departments originating requests.
- Review, advise and lead upfront engineering material selection.
- Explore new materials and methods to ensure the best price and quality.
- Assist with comparing suppliers' bills with bids and purchase orders to verify accuracy.
- Prepare, maintain, and review purchasing files, reports, and price lists.
- Review requisition orders to verify accuracy, terminology, and specifications.
- Check shipments when they arrive to ensure that orders have been filled correctly and that goods meet specifications.
- Provide support in locating suppliers, using sources such as catalogs and the internet, and interviewing them to gather information about products to be ordered.
- Assist in monitoring in-house inventory movement and complete inventory transfer forms for bookkeeping purposes.
- Responsible for performing duties in a safe manner and promoting safety to others in accordance with Newterra's safety policies and procedures. This includes reporting all safety concerns, near-misses, and incidents to their Manager.
- Adhere to the company processes as detailed in Newterra's online systems and programs and bring forward ideas for continuous improvement.
- Responsible for completing all assigned training applicable to your position in the applicable timeframe.
- Complete all responsibilities while ensuring adherence to Newterra's Delegation of Authority.

#### **MINIMUM QUALIFICATIONS:**

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- Experience with Microsoft Business Dynamics ERP System
- Bachelor's degree in business, engineering, supply chain, or 5+ years of detailed procurement experience.
- Procurement experience (mechanical components/capital goods), preferably in a global manufacturing or water utilities environment.
- APICS, ISM or PMAC Certified preferred.
- Proficient in Microsoft Office including Word, Excel, PowerPoint, and Outlook.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Strong negotiation skills required.
- Ability to work collaboratively with others to achieve a common goal.
- Ability to multitask and work in a challenging fast-paced environment.
- Self-motivated with a positive attitude.
- Ability to work independently.
- Good written and oral communication skills.
- Excellent problem-solving skills.
- Experience working with Fabrication/Weldments, A/C Electric Motors, Machining, Injection/Plastic Molding, Packaging Material, MRO, and Engineering Drawing an asset.

#### **PHYSICAL DEMANDS:**

Regularly required to sit for prolonged periods; frequently required to stand, walk, and use business equipment daily such as a computer, copier, telephone, etc.; occasionally required to reach overhead, bend, and lift objects of up to 15 lbs. Complex communication, thinking, and analysis required.

#### **WORK ENVIRONMENT**

Generally, works in an office environment. However, may be required to visit production sites and be exposed to manufacturing elements such as loud noise, hazardous equipment, and materials. Company safety standards must be always followed.

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