



**Position: Procurement: Senior Buyer**

**Location: Grand Rapids, MI**

The position is responsible for all tactical and strategic procurement activities within the categories while ensuring alignment with the goals Hart & Cooley LLC and the Procurement Department. This will include management of suppliers, projects and stakeholders both internal and external.

**Job Responsibilities:**

- Coordination of Program Procurement activities over plants and distribution centers
- Control and approval of all Program Procurement activities
- Ensure the cost-, quality and time-oriented supply of all required goods, materials, equipment's and services under compliance with the respective business plans, budgets and targets
- Initiate and support of proper Make or Buy decisions
- Initiate and support VA / VE and Kaizen activities
- Manage the Suppliers within the given programs (Request for Quotes RFQ, change management, contract negotiations, payment queries, dispute resolutions etc.)
- Support to implement strategies and actions to reduce suppliers, in line with agreed targets
- Manage and support implementation of Global Commodity strategies
- Develop and implement strategies and actions to achieve cost reduction goals,
- Support accurate and timely reporting of key measurable
- Improve working capital through optimum payment terms
- Implementation and continuous improvement of standardization activities

- Support and implement diversity strategies

**Job Requirements:**

- Bachelor's degree with 1-3 years' experience in procurement including buying and managing commodities.
- Ability to gather, relate and summarize information into logical conclusions.
- Strong interpersonal skills required to interact with internal customers and suppliers.
- Highly motivated individual capable of handling multiple responsibilities.
- Demonstrated leadership, organization, planning, administration and team playing skills.
- Requires advanced computer skills with Microsoft Office Suite and the ability to use business systems software.

Hart & Cooley, LLC. is an equal employment opportunity and affirmative action employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, protected veteran status, status as a qualified individual with a disability, or any other characteristic protected by law. For more information, please view [EEO is the Law](#).