

Job Title: Senior Buyer/Planner**Business Name:** Tempo Communications**Reports to:****Job Summary:**

The Senior Buyer/Planner is responsible for both sourcing product as well as developing and maintaining strategic supplier relationships with main vendors . This position will interact with all levels of company management; including operational, engineering, quality control, marketing and finance. Key supplier and key customer contact is required.

Responsibilities to Include:

- Identify raw material requirements from production specifications, operational schedules and engineering quality requirements for the assigned product line.
- Source, solicit, analyze quotes and conduct source selection to determine the vendor(s) which provide the best value while aligning with company operational requirements.
- Conduct or support contract negotiations with vendors to ensure company receives the best possible offers.
- Establish and build strong relationships with internal customers and other key stakeholders.
- Works with suppliers to develop and maintain continuous improvement programs, addressing quality, delivery, service as well as price.
- Develops and benchmarks best practices among industry and maintains accurate measurements and records for evaluation of suppliers.
- Confer with management to understand operational requirements to ensure product or services are appropriately sourced.

Education:

Bachelor's degree in Supply Chain or Operations or other related discipline.

Position Requirements:

- 5+ years of Buying and planning experience
- Must have functional understanding of cost accounting and apply to practical application.
- Negotiating skills : must have confidence and the ability to be persuasive and assertive.
- Motivation: must maintain a positive attitude and strong work energy commitment to company values and ethics.
- Dependability: personally responsible, completes work in a timely manner and performs task accurately.
- Organization: very detail oriented and always comes prepared
- Time Management: ability to organize and manage multiple priorities and effectively deal with tight deadlines and pressure.
- Excellent written, verbal and interpersonal communications skills for effective interface with all internal and external contacts.

License and Certification Requirements:

Supply Chain Management Certification strongly desired