
JOB DESCRIPTION

Job Title: Purchasing Temp
Duration: Indefinite
Hourly Rate: \$15.00
Location: Farmington Hills, MI

Summary

Our client is Autoneum. They are a global technology leader in acoustic and thermal management solutions for motor vehicles. The company is a partner for the major light vehicle and heavy truck manufactures around the world. Autoneum provides innovative and cost effective solutions for noise reduction and thermal management to increase vehicle comfort and value.

Objective

This position is full-time to assist with purchasing projects (30 – 40 hours per week)

Essential Duties and Responsibilities

- Work with ERP system to pull spend reports
- Support Minority reporting utilizing ERP
- Support Administrative duties as directed
- Support online auction and supplier portal
- Support on initial quotations
- Assist in quote analysis
- Participate in negotiations with supply base as needed
- Support VA/VE workshops at suppliers
- Monitor supplier development system
 - Update supplier certificates
 - Add/Delete active suppliers
- Process requisitions and convert to PO.
- Support Direct Material Lead Buyers as directed
- Support CSM Purchasing as directed

Education/Experience

- Technical Degree or similar degree in Supply Chain Management or Business Administration
- SAP / SRM basic knowledge
- Experience with Microsoft Excel, Power Point and Word
- Advanced spreadsheet skills and database knowledge is preferred
- Highly motivated and energetic

Language Ability

- Ability to write reports and correspondence and to effectively present information and respond to questions from management, customers and vendors
- Must be fluent in English

Math Ability

- Ability to calculate discounts, interest, commissions, proportions, percentages in addition to basic math skills

Reasoning Ability

- Ability to define problems, collect data, establish reports and communicate results to management
- Must be detail oriented

Computer Skills

- Must be proficient with MS Office applications
- Must have a working knowledge of spreadsheet applications, E-mail, Internet and Database software

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The primary purpose of this job description is to summarize the key/essential duties. Other duties may be assigned.