THE GREEN ENTERPRISES

JOB DESCRIPTION

Job Title: Purchasing Coordinator
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 provides a wide range of administrative support to the Purchasing Department.

Essential Duties and Responsibilities

- Scanning, filing and maintaining contracts and long term agreements – centrally, properly labeled and in an organized manner. Scanned documents to be uploaded in SAP
- Surveillance of automatic SAP e-mailing system for Scheduling Agreements and Purchase Orders. In case of undelivered e-mails, contact responsible buyer and assure proper document remittance
- Issue with support of Lead Buyers and upload in SAP Vendor Nomination Letters, Letters of Intent
- Vendor Master Manager for direct and indirect suppliers in SAP ERP system. Ensure de-duplication and data correctness as a global data steward
- Travel arrangements for Purchasing Department as requested
- Travel Expense reports monthly, including reconciliation online or in Mocha; finalize and present to Buyer and VP of Purchasing for signature
- Business card filing, scanning, updating group of location and software
- As assigned, types and/or reproduces reports, forms, correspondence and other material as needed by department staff
- Answer phone calls, takes messages and directs inquiries appropriately
- May be responsible for project tracking, database maintenance or other role critical to ongoing department operations
- Tracking of Minority dollars and reporting Spend to DCX & Ford
- BGAM Information Maintenance in Lotus Notes ONLIPUR Database
- May be assigned to a specific function on a regular and recurring nature, such as distributing mail, arranging meetings and conferences, furnish and take notes
- Manage office supplies for Farmington Hills location and other sites
- Send packages or organize suppliers' deliveries as requested
- Support VP of Purchasing on office organization, appointments and travel as directed

- Issue letters to suppliers as needed
- Other duties as assigned

Special Activities
- Maintain on-line calendar to include vacation/holiday reminders of each Purchasing Staff Member and informing VP of Purchasing. Organize meeting to organize department's vacation scheduling
- Assist in Supplier Conference as required
- Maintain Supplier Nomination Records
- Customer Minority Spend tracking and reporting
- Print and distribute BI (Business Intelligence) reports to relevant departments
- Support on issuing Inter- and Intra-company Scheduling Agreements and Purchase Orders
- Support Purchasing Staff on issuing of specifications and uploading in the Purchasing Portal SRM

<u>Education / Experience</u>

- Post high school business education/experience
- Associate's degree preferred
- Minimum 3 years' experience in administrative/secretarial role
- Must be highly organized and detail oriented
- Excellent personal and communication skills
- Must possess a high level of administrative letter writing skills
- Must be able to maintain confidentiality when needed
- Basic math skills are required
- Ability to handle multiple tasks and work independently
- Ability to solve practical problems in situations where only limited standardization exists is required.
- Must be highly organized and able to respond quickly and effectively in changing situations
- Must be proficient in MS Office applications

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.