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## **JOB DESCRIPTION**

**Job Title:** Purchasing Analyst  
**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. SAP will be the primary focus of this position.

### **Essential Duties and Responsibilities**

- Support material status in SAP and liaison with other departments to analyze completeness of drawings and specifications.
- Monitor reporting of material staging status to ensure timely creation of purchasing documents.
- Monitor and Process requisitions and create and maintain purchasing documents.
- Maintain price structures and conditions on purchasing documents.
- Transmit/re-send purchasing documents as needed.
- Support purchasing and accounting departments with invoice variance and questions (VIM System).
- Reporting and data collection from SAP supporting spend and budget analysis.
- Support diversity program and customer reporting requirements.
- Assist with implementing supplier portal updates, assigning supplier logins and support buyer activities (SRM)
- Generate reports from the supplier development system on corrective actions and supplier status.
- Support purchasing team and assist with administrative duties as directed

- Create transportation requests and track shipments as needed (Domestic and Int'l)

### **Education/Experience**

- Technical Degree or similar degree in Supply Chain Management or Business Administration preferred
- SAP / SRM basic knowledge preferred
- 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.