

Job Opening

Job Title: Senior Buyer

Department: Materials

Location: Chelsea, MA

Position Type: Salaried Exempt

Relocation Available: N/A

Summary of Essential Duties of Job:

This position is responsible for supporting Cooper's Material's initiatives driving results measured by lower material costs, more responsive supplier performance, process and service improvements, and productivity throughout the supply chain. This position will be accountable for buying and quoting to support the goals and objectives of the division and corporation.

This position will have the following major responsibilities:

- Lead, facilitate and execute purchasing initiatives and projects.
- Train, coach, and challenge business process owners in the use of statistical tools, approaches, process metrics and techniques to create process management and measurement systems and develop a continuous improvement mindset at the department level.
- Assist other department process owners in identifying and prioritizing opportunities to improve productivity, cost, quality and service throughout the business units and external supply chain.
- Assures that material is procured at the lowest total cost, per specifications, in an efficient manner and delivered on time, as needed. Evaluates procurement methods and recommends/implements new procedures, strategies, and / or suppliers.
- Monitors market conditions, identifies market trends, develops strategies and takes appropriate actions.
- Review, revise and/or develop processes and guidelines in support of buyer/quoting functions
- Facilitate team efforts to resolve inventory discrepancies to determine root causes of inventory discrepancies and develop recommendations for corrective action.
- In conjunction with the Materials Manger use Cooper Wiring Device MVP principles, Lean, Six Sigma, processes, methodologies and tools to drive continuous improvement throughout the purchasing organization
- Monitor sustaining activities and levels of customer service (e.g. performance metrics) for buyer functions and report status, issues and risks to the Materials Manager on a scheduled basis.
- Aid the Materials Manager in sourcing and vendor selection for components, material and/or related services.
- Meet with vendors and carriers to negotiate contract items - price, delivery, quality and quantity.

Minimum Qualifications Required

Skills/Knowledge:

- Excellent analytical, problem solving, negotiation and facilitation skills are essential.
- Must be a self-starter, with the ability to work with or lead cross-functional teams.
- Strong knowledge of PC based computing skills in word processing, spreadsheets, database management, and presentation such as Microsoft Office.
- Ability to use sound and logical thinking in choosing a particular course of action.
- Excellent time management skills to achieve deadlines and focus on multiple projects with minimal supervision required.
- Aggressive, hands-on, self-motivated professional that can adapt to rapid growth in a fast-paced environment.
- Exemplary leadership and communication skills to effectively lead, mentor and facilitate.
- Must have demonstrated ability to use Lean, Six Sigma, processes, methodologies and tools to drive continuous improvement.
- Ability to communicate with all levels.

Minimum Education & Experience:

- The successful candidate will have a minimum of five (5) years of experience in purchasing, sourcing or inventory management with a background in manufacturing. MUST KNOW SAP. This position requires a BS in Engineering, Business Administration and/or related field. APICS (The Association for Operations Management) or CPSM (Certified Professional in Supply Management) certification, a plus.

HOW TO APPLY: Email resume and salary requirements to HR Manager – Anissa Zabriskie at anissa.zabriskie@cooperindustries.com