

## **ChoiceSpine Job Description**

**Job Title:** Buyer

**Department:** Planning and Procurement

**Location:** Knoxville, TN

**Reports To:** Supply Chain Manager

**Shift:** First

**FLSA Status:** Non-Exempt

**Prepared By:** Benjamin Rennie

**Prepared Date:** 4/24/2023

**Approved By:**

**Approved Date:**

### **SUMMARY**

This position is responsible for purchasing replenishment of component and finished goods of instruments and implants for assigned product lines. The Buyer will also assist with the purchase of prototypes, pilot production and full launch quantities for new product launches. The Buyer will ensure instruments and related components are procured through qualified sources and are delivered within set schedules. This individual will also be responsible for execution of procurement strategies, including supplier consolidation, kanban, VMI, etc. as directed. The Buyer will assist with supplier management duties and will monitor supplier performance based on quality, delivery, and lead-time metrics. Strong analytic and problem-solving abilities, negotiation skills, project management, consensus building, interpersonal relationship skills, and risk management as it pertains to supply chain are important for this position. The individual in this position will provide management with timely information on program performance, material acquisitions and execution to technical, cost, and schedule objectives.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Initiates and monitors open purchase orders to ensure timely receipt and to maintain inventory target levels.
- Assists in negotiating pricing & delivery as well as supplier selection and management.
- Ensures consistent, high level performance of suppliers to delivery schedules, commitment and performance based on the terms and conditions of the negotiated contracts.
- Develops and maintains a good working relationship with suppliers in order to assure the implementation and completion of the production plan.
- Supports development activities with direct purchases of raw materials, components & instruments required for prototypes, pilot production and initial launch requirements.
- Provides support for engineering change orders, non-conformances, and accounting/receiving discrepancies.
- Serves as core team member for product launches, set builds, and/or other special projects as assigned.
- Assists with implementation of procurement strategies, including supplier consolidation, kanban, VMI programs, as well as identification of alternative procurement sources to ensure the long-term, cost effective supply.
- Assists in the management of inventory levels, schedules and availability of selected items to meet build & launch schedules.
- Provides liaison services between suppliers and various departments within the company, including R&D, Quality, Regulatory, etc.
- Assists with negotiation of pricing & delivery, as well as supplier selection as directed.
- Assists with return to vendor process (RTV) and RTV reconciliation.
- Works with Accounts Payable on resolution of problem invoices or supplier billing disputes.
- Performs other duties as assigned.

## **SUPERVISORY RESPONSIBILITIES**

Not Applicable

## **QUALIFICATIONS**

- Energetic, self-motivated individual able to work in fast paced, schedule based environment; must be able to multi-task and proactively solve problems
- Ability to work in a team environment in a support/service capacity.
- Negotiation, problem solving and financial analysis skills.
- Strong verbal and written communication skills
- Intermediate to Advanced Excel and MS Access aptitude - Preferred.

## **EDUCATION and EXPERIENCE**

- BS Engineering Degree, preferred, or significant technical experience with degree in Business, Operations Management or significant relevant experience.
- Minimum of 0-3 years' experience in Purchasing or Operations in a Manufacturing environment
- Background using ERP systems preferred.
- Experience and understanding of manufacturing processes common to orthopedic implants and instruments, and commercialization of new product – Preferred
- Travel is less than 10%.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Not Applicable

## **EXEMPTION**

Exempt

## **PHYSICAL DEMANDS**

The physical demands described here represent those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. In addition, the employee should be able to stand, walk, use hands to finger, handle, or feel and reach with hands and arms. In addition, the employee must occasionally lift and move up to 25 pounds.

## **WORK ENVIRONMENT**

The work environment characteristics described here represent those an employee encounter while performing this job's essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The working environment is typical of an office environment. The noise level in the work environment is usually moderate.