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# Example of Program Buyer Job Description

Our company is growing rapidly and is looking to fill the role of program buyer. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for program buyer

* Manage ordering and payments related to project
* Manage coordination and tracking
* Manage project perimeter and budget (hours, hourly rate, travel cost)
* Participate in Continuous Improvements
* Lead sourcing activities for newly developed components within the assigned commodity set
* Work closely with PDE team members to bring new part concepts through development, sourcing, and validation on new boat programs
* Work with team members from all functional areas to support new product enhancement and continuous improvement activities
* Identify and develop ideas for cost reduction through consolidation of suppliers and requirements, alternative sourcing, labor reduction, warranty reduction and value analysis
* Develop and deploy all strategic & tactical purchasing objectives in support of PDE development for each of the projects assigned
* Communication - both to and from the development team to ensure all activities are running to schedule and with the appropriate resource consumption - including executive summaries of activities at scheduled intervals

## Qualifications for program buyer

* Ensure planning, execution, follow up and if necessary implement corrective actions regarding all program relevant purchasing tasks within the dedicated program
* Be the main account for the program team regarding purchasing topics and figures
* Leader with experience setting a vision and guiding teams to develop advanced analytics (e.g., predictive models, applied statistics, econometrics, segmentation) solutions to enable business results
* Working understanding of big data technologies
* Certified Purchasing Manager (CPM) or Certified Professional in Supply Management (CPSM) a plus
* 3-5 years of purchasing or program management experience working in an automotive production, purchasing/GSM environment