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# Example of Program Buyer Job Description

Our company is looking for a program buyer. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for program buyer

* Procure samples for prototype testing, obtain test result per the APQP requirements and ensure feedback to the suppliers and project team on the performance of their materials
* Monitor the timing of the project milestones through the PCP
* Ensure early involvement of SQD in case of new suppliers and/or materials and on time PPAP approval acc
* Develop, monitor and evaluate suppliers’ performance in collaboration with Strategic Buyer and SQA/SQD
* Execution of project related price and value analysis
* Execute the successful completion of negotiations of project-related supplier agreements (LTA, tooling contract)
* Execute the implementation of the commodity strategy in actual projects
* Build the interface between engineering and supplier in project related technical issues
* Responsible for early supplier involvement at the onset of the program development and subsequent milestones
* Process inter-company purchase contracts and yearly blanket contracts

## Qualifications for program buyer

* Minimum of 5 years of Procurement or supply chain experience
* Mentorship - Ensures training and development of other buyers
* Financial - Contributes to financial performance by being expert in analyzing cost structures/drivers relating to supplier price submissions
* Negotiation - proven ability to successfully negotiate prices, timing, and terms in support of Inergy’s objectives
* Manage the supply base through a total supply chain view to optimize material and information flow from the supplier to the point of use
* Able to understand product description and basic design from blueprints