



# Example of Commodity Buyer Job Description

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Our company is growing rapidly and is looking for a commodity 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 commodity buyer

- Monitor and Manage the risks of supply base, supplier M&A, financial difficulties, lawsuits, capacity, people instability
- New facility launch support, including, but not limited to, supplier sourcing, contract negotiation, payment management, and engineering changes negotiations/management as needed
- New project supplier sourcing and engineering changes negotiations/management as needed
- Perform tasks related to debit memos, receipt reconciliation, material rejection reports, payables
- Implement Supplier Quality strategies
- Strategic sourcing for Commodity Stamped Parts (for Braking and Steering Division)
- Identify proper sources for components by optimizing prices, terms and conditions for all new products introduced by the MDSS (global database with the terms negotiated global) or clients
- Implement global supply strategies from MDSS and the site's sourcing and supply chain strategies
- Organize, systematize and optimize, by direct negotiations with the suppliers, sourcing (purchase) data in the system for contracts, purchase orders, approved list of suppliers and business partners
- Measure and report price changes related to acquisitions and initiate action plans for mitigating price increases and maximizing cost reductions

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- The Senior Commodity Specialist will have full responsibility for their Commodity area and for all aspect of Procurement in relation to their Commodity (identification of supplier, correct specification of the product as per user requirements, price negotiation, contract terms, ordering, maintenance/support contracts, inventory management and disposal)
  - Provides strategic business leadership for assigned commodities with vision and tactics for the management of parts and suppliers for those commodities
  - Creates strategic commodity management plans
  - Bachelor's degree/ Mechanical/Electrical Engineering, Materials Logistics Management (MLM), Supply Chain Management, Business Administration or equivalent
  - Basic print reading and GD&T knowledge
  - Strong negotiation, communication and analytical skills