



# Example of Commodity Buyer Job Description

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Our company is looking for a commodity buyer. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for commodity buyer

- Setup the portfolio strategy in coordination with the Material Group Manager
- Identify and establish new suppliers or develop the existing supplier base
- Implement the Purchasing policy applied in your Family (target suppliers, strategic suppliers, contracts and framework agreements negotiated, etc .) and communicate this to requesting parties and order issuers
- Put the Suppliers in competition with one another, in line with the Family Policy and apply the Acquisition process
- Provide the information needed for Acquisition forecasts and related requirements, in order to improve the strategy and to ensure better globalisation
- Handle commercial disputes with Supplier
- Conducts analysis to determine if orders need to be placed to meet global procurement requirements
- Determines thresholds across the global warehouse network of a specific commodity(ies)
- Responsible for analyzing assigned part numbers and queue management
- Provides expertise on system and process improvement

## Qualifications for commodity buyer

- Three to five years experience with increasing responsibility in purchasing, quality, program management, or product design preferred
- Must have demonstrated computer skills, including use of Excel and Powerpoint

- Support the execution for Sourcing strategy at regional level, under the supervision and direction of global and regional category leaders and managers
- Bachelor's degree (prefer course of study in Supply Chain Management, Engineering or other related field relevant to Purchasing)
- At least 5 years work experience in purchasing (the Automotive sector will be an advantage)