

# Job Overview

## Buyer

We are seeking a detail-oriented and strategic Buyer to join our procurement team. The ideal candidate will be responsible for sourcing, negotiating, and purchasing materials and services essential to our manufacturing operations. This role requires a strong understanding of supply chain management, vendor relationships, and procurement processes. The Buyer will play a critical role in ensuring the timely availability of quality materials while optimizing costs and maintaining supplier relationships. Proficiency in ERP systems such as IQMS, MRP and Incoterms are essential to effectively manage purchasing activities and inventory levels.

## Responsibilities

- Develop and execute sourcing strategies to identify reliable vendors and secure competitive pricing.
- Manage vendor relationships to ensure quality, delivery, and cost objectives are met.
- Utilize IQMS, ERP systems, and other procurement tools to process purchase orders, track shipments, and maintain accurate records.
- Collaborate with manufacturing teams to understand material requirements and lead times.
- Conduct market research to identify new suppliers and alternative sourcing options.
- Negotiate contracts, terms, and prices with vendors to optimize procurement costs.
- Monitor inventory levels using MRP systems to prevent shortages or excess stock.
- Ensure compliance with company policies, procurement regulations, and quality standards.
- Prepare reports on procurement activities, KPIs, supplier performance, and cost savings initiatives.



## Experience

- Proven minimum 5 years experience in manufacturing procurement or supply chain management. ( preferably in the automotive sector)
- Strong knowledge of SAP, ERP systems, MRP & IQMS software applications.
- Demonstrated ability in vendor management, sourcing, and negotiation strategies.
- Familiarity with pricing analysis, procurement best practices, and supply chain logistics.
- Experience working within a fast-paced environment requiring attention to detail and multitasking skills.
- Excellent professional communication skills for effective negotiation and relationship building with suppliers. This position offers an opportunity to contribute significantly to our operational efficiency through strategic sourcing and procurement excellence while working within a collaborative team environment.