



JOB DESCRIPTION

Job Title: Sr Buyer
Department: Supply Chain
Reports To: VP Supply Chain
FLSA Status: Exempt

Position Summary: The Sr Buyer is responsible for the inbound supply of materials and services for BPI Outdoors. The primary focus is negotiating pricing on new and existing items, source selection, timely purchase order issuance, and on-time delivery of all purchased goods and services including MRO.

Essential Duties and Responsibilities: To perform this job successfully, an individual must be able to perform the following satisfactorily; other duties may be assigned.

Duties/Responsibilities

- Serve as the primary point of contact for all procurement activities.
- Prepare purchase orders for all items. This includes selecting vendors, obtaining quotes, negotiating prices, scheduling deliveries to meet requirements, and ensuring delivered products meet specifications.
- Issues replenishment purchase orders for items and confirms supplier delivery dates adhere to the required dates.
- Ensures the on-time delivery of products to support manufacturing, sales, and marketing activities.
- Maintains supplier relationships and develops new and alternate suppliers.
- Assign new items numbers, UPC's, updates/creates bills of materials, and related item set up in ERP system. Maintains ERP item master information.
- Knowledge of end-to-end supply chain processes - Considers and acts appropriately to support the entire supply chain for the benefit of the company.
- Participates and prepares LDP cost information for the company.
- Coordinate export shipments for Dikar by completing commercial invoices, packing lists, shipper letter of intent and serial number list when applicable.
- Acts as the primary point of contact for purchasing for Parent company.
- Establishes, maintains, revises related KPI's for efficient and effective alignment to company goals. Conducts root cause analysis on a regular basis to address improvements and shortfalls.
- Responsible for developing and executing continuous improvement projects and plans within their span of control and support others.

- Initiate, coordinate and enforce optimal operational policies and procedures.
- Research, identify, and present new ideas to improve purchasing and related operations.
- Perform other related duties and tasks as necessary or as assigned.

Skills/Experience Requirements:

- H. S. diploma/GED required. Associates, Bachelors or Masters degree in Supply Chain, Logistics, Business preferred.
- Minimum three (3) years or more relevant experience in purchasing and supply chain required in a manufacturing environment.
- Prior experience in the purchasing field within an ERP is required. (Sage ERP preferred.)
- Prior experience with receiving and shipping serialized firearms/ATF compliance, and import/export preferred.
- ASCM (APICS) certifications preferred.

Competencies: To perform the job successfully, an individual should demonstrate the following:

Communications - Exhibits good listening and comprehension. Expresses ideas and thoughts in written form. Expresses ideas and thoughts verbally. Keeps others adequately informed. Selects and uses appropriate communication methods.

Business Ethics – Inspires the trust of others. Keeps commitments. Treats people with respect. Upholds organizational values. Works ethically with integrity.

Customer Service - Displays courtesy and sensitivity. Manages difficult or emotional customer situations. Meets commitments. Responds promptly to customer needs. Solicits customer feedback to improve service.

Dependability - Commits to doing the best job possible. Follows instruction. Keeps commitments. Meets attendance and punctuality guidelines. Responds to requests for service and assistance. Takes responsibility for own actions.

Planning & Organization - Integrates changes smoothly. Plans for resources during peak and low demand periods. Prioritizes and plans work activities. Sets goals and objectives. Uses time efficiently. Works in an organized manner.

Quality - Fosters quality focus in others. Improves processes. Measures key outcomes. Sets clear quality requirements. Solicits and applies customer feedback.

Continuous Improvement – Analyzes current practices and develops business process improvements

Use of Technology - Adapts to new technologies. Demonstrates required skills. Keeps technical skills up to date. Troubleshoots technological problems. Uses technology to increase productivity.

Language Ability: Read, analyze and interpret business, professional, technical or governmental documents. Write reports, business correspondence and procedure manuals. Effectively present information and respond to questions from managers, customers and the public.

Mathematical Ability: Must be able to conduct all types of mathematical problems including the ability to calculate figures and amounts such as discounts, interest, commissions, proportions percentages, margin, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability: Solve practical problems and deal with a variety of concrete variables in situations where

only limited standardization exists. Interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills: To perform this job successfully, individuals must have strong computer related skills including familiarization with word processing software, accounting software, spreadsheet, database software, WMS, and ERP.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee is frequently required to talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

ACKNOWLEDGED: Employee Signature

Date

PRINT: Employee Name

ACKNOWLEDGED: Supervisor/Manager Signature

Date

Please Email Application & Resume to Jim@bpiguns.com