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| **Job Title:** Indirect Buyer | **Revision Date:** April 2019 |
| **Reports To:** SCO Manager | **Department:** Supply Chain Operations |
|  | **Salary Grade:** |

**Job Summary:** To ensure that all nonproduction items are procured as needed.

**Required Education and Experience:**

* College or Certified Purchasing Professional
* Computer and negotiating skills
* 3-5 years of MRO buying experience
* Other relevant experience as deemed appropriate by the Company may be substituted for the requirements set out above.

**Essential Functions:**

* To coordinate the purchase of supplies as requested by all departments
* To assist the Maintenance Supervisor as necessary.
* Ensure that supplies conform to necessary standards.
* Are responsible for complying with the requirements of the Environmental Policy and for implementing the policy within the scope of their duties.
* Responsible for the completion Environmental Management Program tasks related to their assigned area of responsibility.
* The originators of work instructions shall be responsible for maintaining such work instructions.
* Any employee who identifies a non-conformance has the responsibility of immediately bringing the matter to the attention of the Environmental Management Representative.
* Any employee that develops or maintains an environmental record shall be responsible for developing and maintaining such records as described in  EMS- Procedures
* Employees are responsible for following emergency procedures as directed and instructed to protect you own health & safety, that of co-workers and the environment
* Other duties as assigned
* Abide by all Company polices including, but not limited to the following: Health and Safety, Quality and Environmental Systems, Human Resources policies, and the Martinrea Employee Handbook

**Work Environment:**

* Office Environment and Plant Floor (PPE required)

**Physical Demands:**

* Constant communication with employees, peers, and management
* Overtime as required
* Sitting, Standing, Walking

**Health and Safety:**

* Must work in accordance with Health and Safety regulations, Company and plant rules, policies and procedures
* Must use or wear Personal Protective Equipment and certain clothing as required by the Company

**Other Duties:**

* This job description is not designed to contain a comprehensive list of duties and responsibilities required for this job. Duties and responsibilities may change at any time with or without notice

**Disclaimer:**

This job description does not constitute a contract of employment.

**Training Needs:**

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| **Training Requirements** | |  | | --- | | **Preferred**  **Method** | | **Competency**  **Level**  **Required** | |  | | --- | | **Meets**  **Minimum**  **Competency** | | **Needs Training** |
| Purchasing Professional Certificate | School |  |  |  |
| Xeeva | Internal |  |  |  |
| CMS | Internal |  |  |  |
| Microsoft | Internal |  |  |  |
| OHSA | Internal |  |  |  |
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This job description has been approved by Management:

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| **General Manager’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Supervisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Human Resources Manager’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
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Employee’s signature below constitutes the employee’s understanding of the requirements, essential functions and duties of this position:

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| --- | --- | --- | --- |
| **Employee’s Name (Print):** |  |  | |
| **Employee’s Signature:** |  | **Date:** |  |