



## **Job Description: Buyer - China**

### **Purpose:**

To perform all rounded vendor sourcing, price negotiation and vendor performance analysis for Suttle purchasing team in Zhabei District, Shanghai, China. To closely monitor the delivery lead time and shipment schedules for new and existing products

### **Major Tasks, Responsibilities & Key Accountabilities:**

- Identify procurement channels for the components used on company products.
- Develop and manage relationships with vendors and their fulfillment channels.
- Develop and implement procurement strategies designed to reduce costs and improve quality, service and delivery of the suppliers.
- Constantly control cost and manage cost reduction initiatives through vendor selections and review.
- Initiate market scouting for parts portfolio and strategic cost/leadtime purchasing.
- Drive and lead continuous improvement for cost, timing and quality.
- Establish and achieve aggressive supplier improvement targets in cost, quality, delivery and inventory reductions.
- Provide support to operations and provide leadership in developing long-term supplier relationships.
- Deploy long-term strategies which are aligned with company goals and objectives.
- Provide leadership initiative in supplier selection, supplier development and cycle time reduction .
- Ensure adequate inventory of materials and products in accordance with inventory cycles and organizational philosophy.
- Analyze inventory levels, production speed and product demands to determine reorder levels that will ensure product availability and minimize inventory costs.
- Support and maintain all company quality & environmental standards, policies, procedures and work instructions as outlined in ISO TL 9000.
- Other duties as needed.

### **Knowledge, Skills, Abilities, and Competencies:**

- Computer skills: requires proficiency in Microsoft Office programs.
- Strong organization and time management skills.
- Strong ability to work well with others in a team atmosphere.

### **Minimum Qualifications:**

- Four year college degree.
- 5 years working experience in sourcing, procurement and materials management preferably in electronic components and Telecom or Datacom equipment manufacturers.
- Excellent teamwork communication skills.
- Proven track record of on-time deliverables.
- Strong speaking and writing English language skills.
- Some international travel may be required.
- Experience in negotiation and cost reduction necessary.
- Proven people skills required, must have ability to work with others while effectively handling internal pressures.

### **Preferred Qualifications:**

- Familiar with ISO TL 9000 Procedures.
- Experience with Product Development.
- Experience with international suppliers.
- Experience with Underwriters Laboratories, Canadian Standards along with 3<sup>rd</sup> party testing facilities.