



KENONA INDUSTRIES

Job Description Director of Purchasing

Location: Walker, MI (in-office)

SUMMARY

The Director of Purchasing is responsible for purchasing activities of the company as well as the development and implementation of purchasing strategy, objectives, policies and processes. This role will work alongside managers to add value, create/maintain strategic supplier relationships, mitigate supply chain risk, achieve cost savings and continuous improvement in the delivery of goods and services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Cross-function engagement with Engineering, Supplier Quality, Production Control, Manufacturing, Finance and Executive Management to understand, plan and execute Kenona's overall priorities managing tradeoffs, budgets, and Suppliers to provide options and recommendation to achieve these goals
- Lead contract negotiation with Suppliers taking into consideration product quality, pricing, service performance, regulatory compliance, and supply security:
 - Work with internal quote team to liaise with suppliers
 - Evaluation of supplier RFQ's
- Build effective partnership with key suppliers. Oversee satisfactory resolution of complaints and open issues. Pursue continuous improvement opportunities
- Develop and evaluate new suppliers including international options
- Develop performance metrics, analyze, define and execute specific projects to reduce costs, increase inventory turn, improve services, efficiency and supply security
- Monitor industry and economic trends identifying supply risks and developing mitigation plans
- Develop, implement and oversee the compliance of purchasing and contract management policies and procedures. Ensure purchasing/vendor assessment records and other controlled documents are maintained per internal guidelines
- Complete review and establish the use of blanket purchase orders with material suppliers
- Logistics management
- Maximize the use of the company's ERP system for purchasing
- Negotiate supplier payment terms in conjunction with CFO

ESSENTIAL QUALIFICATIONS

- 7+ years of experience in strategic purchasing, sourcing and inventory management
- BS Degree in relevant field or commensurate experience
- Automotive industry, capital equipment and extrusion purchasing experience a must
- Strong negotiator and business acumen
- Analytical and result driven
- Self-starter, dependable and understanding how to navigate and work in a growth environment
- Resourceful, comfortable with ambiguity and skilled problem solver
- Knowledge of purchasing software and strong technical skills (Syteline knowledge a plus)
- Strong interpersonal and leadership skills
- Ability to travel to suppliers when necessary (approximately 5-10%)