



JOB DESCRIPTION

Job title: Purchasing Manager
Department: Commercial
Location: USA – Raleigh, NC or Van Wert, OH
Reports to: Commercial Director

Skills, experience and education required:

- Knowledge of International Freight Forwarding and International supply chains.
- Knowledge of global market rates and trends.
- Knowledge of US/Governmental legislation within industry (ideally similar knowledge in Mexico and Brazil but not mandatory).
- Domestic and Global supplier network.
- Network of contacts within authorised bodies.
- Overall “global” view of business requirements to develop Purchasing strategy.
- Tenacity to see things through and overcome issues and problems.
- Good communication skills - both written and verbal.
- Ability to deal with people from different cultures and levels of employment.
- Willingness to learn new approaches and be open minded to new ideas generated through Company strategic direction and dynamics of global Forwarding.
- Organisational skills to manage multiple projects, objectives and deadlines.
- Solution driven.
- Good negotiation skills.
- Strong Analytical skills with the ability to create, manage and manipulate complex data.
- IT Literate, especially on MS Excel, Word and PowerPoint.

Overall purpose of job:

- To source and negotiate rates and services with new and existing Trade and Overhead suppliers while bringing added value into the Company’s supply chain and business activities.
- The management and monitoring of supplier service and performance through Supplier Review Meetings/KPI’s and SOCs/Surveys.
- Establish a Purchasing policy within the Company and ascertain where purchasing costs can be eliminated or reduced.

Supervisory responsibilities:

- N/A

Limits of Authority:

- As per those detailed in the Company’s Limits of Authority Schedule.
- Overseas trips are to be authorised in advance by Commercial Director.
- US national trips are to be authorised by Commercial Director





Main Duties:

As per the generic job description, with the following specific duties:

Management:

- Sourcing of new Trade suppliers in Company's road/sea and air activities for GKN FS Americas region.
- Preparation of major tenders and RFQ's for GKN FS America region, covering road, sea and air activities.
- Assimilation of tenders/RFQ's and subsequent negotiation of rates with suppliers.
- Co-ordination of service expectations/operational procedures, agreement to finalised terms.
- Raising of subsequent Supplier Contracts and Agreements and necessary filing for Governmental bodies.
- Visits to Supplier sites to discuss services/rates/operational issues/strategic awareness.
- Attendance of Supplier Review Meetings to review and monitor performance.
- Selection and Management of Key Suppliers.
- Development of Supplier relationships to increase added value.
- Financial awareness and strategic direction of potential or existing suppliers.
- Development of 'best practice' procedures within Supplier base.
- Authorisation to all Company Supplier contracts and Agreements.
- Resolution of supplier rates/invoice queries against agreed rates and signed contracts with BU's.
- Resolution of Supplier Terms and Conditions issues.
- Resolution of operational issues where delivery or service has been undermined.
- Authorisation to Purchase Orders raised by all GKN FS sites in the Americas region.
- Authorisation of Overhead Supplier invoices on leased equipment and Group contracted utilities.
- Authorisation of new Company suppliers.
- Updating Supplier Performance Indicators.
- Recording BU supplier spend and operational activity
- Retention of Supplier Terms and Conditions.

Quality:

- Identify issues with current operating practice, and suggesting ways to improve operating performance.
- Develop new processes and practices to advocate a culture of continuous improvement.

Training and Development:

- Actively seek opportunities for internal and external training and development of self





Health and Safety:

- Ensure no activity is undertaken which could cause a danger to others.
- Identify potential risks and advice these to your line manager or H&S representative in order to eliminate the potential danger
- Adheres to and promotes the Company’s practices and policies, contributes to creating a secure, safe and healthy environment

Environmental

- To ensure that company resources (e.g. paper, energy) are conserved and re-cycled where appropriate.
- Where possible, highlight new methods of conserving the company’s resources.

This job description will be subject to review in light of changing circumstances and is not intended to be rigid or inflexible.

This job description provides guidelines within which each employee works.

Other duties within the skills and capabilities of an individual may be assigned from time to time.

Job Holder’s Signature:.....

Date:

