



## **Fuel Total Systems Kentucky Corporation**

### **Job Description**

**Revised: 3/7/2017**

**Position:** Buyer / Material Control

**Department:** Purchasing

**Reporting to:** Purchasing Manager / Assistant Purchasing Manager

### **JOB DUTIES:**

<b>No.</b>	<b>Description</b>
1	Send vendor schedules, forecasts, & firm orders for raw material & component parts.
2	Oversee raw material & component part inventory levels to ensure production requirements are met.
3	Oversee & perform supplier relationship / visit suppliers / conduct audits & resolve issues while maintaining a positive supplier relationship.
4	Ensure Quality, Cost & Delivery (QCD) targets are met.
5	Reconcile shipments & Supplier deliveries.
6	Oversee & coordinate EDI information.
7	Work with suppliers for cost reductions / kaizens to provide VA opportunities.
8	Generate purchase orders for all requisitions in JDE.
9	Assist with all aspects of required inventories.
10	Assist others with purchasing / inventory issues & general office activities.
11	Support operations in providing a safe work environment ensuring that all applicable regulatory requirements and proper 5S are met and followed in pursuit of company goal of 0 accidents.
12	Supports operations in maintaining compliance with laws and regulations as relates to employment, safety, environmental, etc.
13	Promotes positive work environment/good moral through proper 5C.
14	Support ISO activities as required.
15	Performs other related duties as required.

### **MINIMUM QUALIFICATIONS:**

- Minimum of Associate Degree or Equivalent experience required.
- Minimum of 5 years purchasing and/or production control experience.
- Manufacturing experience required preferably at least 2 years in automotive.
- JD Edwards experience helpful.
- Proficient in Microsoft Office applications.
- Ability to work in a team environment and demonstrate a collaborative work style with other departments.

**Fuel Total Systems offers an opportunity to be part of a new and growing company with leading technology along with a competitive salary and excellent benefit package. If interested please send resume to:**

**Fuel Total Systems  
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