



**Job Description**

<b>Position:</b>	<b>Buyer</b>	<b>Issue Date:</b>	<b>9/11/09</b>
<b>Reports To:</b>	<b>Director of Purchasing</b>		
<b>Grade:</b>		<b>Job Code:</b>	
		<b>FLSA:</b>	<b>Exempt</b>

**OVERALL JOB PURPOSE:**

Responsible for procurement of raw materials and finished goods to meet the Company’s specified goals.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

- A. Responsible for purchases of raw materials and finished goods in assigned product categories, which includes vendor sourcing, material qualification, costing and order placement. These purchases must meet MRP requirements to support production and customer requirements.
- B. Identifies and ensures disconnects such as shortages, non-conforming material, excess or obsolete materials are continuously monitored and resolved.
- C. Drives down the overall cost of material including part pricing, freight expenses, material liability and cost of managing materials.
- D. Manages supplier relationships by clearly communicating expectations and monitor to assure compliance. Communicate and resolve performance issues in a timely manner.
- E. Assists the quality control effort by communicating the proper specifications and requirements to vendors and suppliers. Adheres to all appropriate ISO 9000 quality standards and work instructions.
- F. Strives continuously to improve sources for new and alternative materials improving quality and profitability.

**ESSENTIAL JOB QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE:**

- BA degree or equivalent experience
- 2 years MRP experience in a manufacturing environment
- Minimum of 3 years of buying experience in a manufacturing environment, prototype through production. utilizing MRP
- Overseas garment or soft goods purchasing preferred
- Strong communication, analytical and problem solving skills
- Strong Negotiation skills and ability to work well with teams
- Positive interpersonal skills are required for vendor relationships and peer interactions

- Complex math to include comprehension of contracts, judgment and decision making

### **LANGUAGE SKILLS:**

Proficient knowledge of written and spoken English is required.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Seeing, Hearing/Listening, Clear Speech, Color perception, Touching (Hand and finger dexterity), and Ability to move distances within and between warehouse/offices.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Alternate hours may be required to communicate with Asia contacts.

Non-smoking office environment with periodic visits to and audits of warehouse inventory. Works alone and with others, and requires verbal, written and face-to-face contact with others.

This job description should not be construed to imply that the above requirements are the exclusive standards of the position. The position will follow any other instructions, and perform any other related duties as may be required.

In addition, the position is responsible to perform all of the above duties in accordance with Company procedures designed to safeguard the Company's right to its intellectual properties.

BLACKHAWK! is an at-will employer and this job description does not alter that arrangement or create an employment contract.