

 Changshu Works	Job Description 岗位说明书	Security Level G1
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职位 Job Title:	Buyer	部门 Department:	Material Management
汇报对象 Report To:	Purchasing Manager	薪资等级 Salary Grade:	
日期 Date:	2021		

职位设置目的

Purpose of Position:

- Responsible for supplier development activities. This includes new supplier development and new material development with cross functions team.
- Responsible for the yearly raw material cost saving initiative and completion of the goal.
- To define commodity strategy and be in charge of commodity price negotiation, in order to provide competitive cost to the company and ensure the security of material supplying.

首要职责

Principal Accountabilities:

- New supplier development, for the purpose of new project, VAVE & commodity strategy. Identify capable potential vendors, based on cost, quality, service, availability & reliability and selection variety, together work with SQE/Tech to introduce the supplier in.
- In charge of the regular price negotiation for the commodities, in order to meet the yearly cost saving plan and commodity strategy, to support the global commodity strategy as well;
- Maintain a relationship with major vendors to provide the most complete utilization of their know-how, research development, ideas, abilities, methods and material application;
- To develop new material depending on new project, VAVE & commodity strategy, lead the development project, coordinate with R&D, Tech and SEQ, ensuring the new material be approved timely.
- Proactively work with quality department to solve quality problem of vendor's good/service;
- Support Fin. department for payment issues, and support planning for supplying issue;

监督责任

Supervisory Responsibilities:

N/A

HR Specialist

HR Manager

HR

5 Years

Monitor

Rev. Date

Rev. No.


Authorizer

Auth. Date

Expiration

Filing Location

Retention

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学历及技能要求

Knowledge and Skill Requirements:

- Bachelor degree, Engineering, Mechanic or Supply chain background are preferred;
- At least 5 years' experience in raw material sourcing and supplier development in process manufacturing or automotive industry;
- Professional in enquiry, comparison, bargain; Understand the technical & quality requirements of products and be able to clarify to vendors;
- Excellent analytical, communication & interpersonal skills and the ability to interact effectively;
- Capability to fit in fast-pace and great pressure working environment;
- Must have a desire to maintain quality, safety and customer satisfaction;
- Independent, teamwork, hard work, self-discipline and proactive attitude.
- Good communication skill in Chinese & English, and familiar with Office;

EHS 责任

EHS Supervisory Responsibilities:

- Follow all CGT EHS policies and requirements
- Follow the local law and regulations
- Be trained, suggest ideas or improvement on EHS

工作环境

Work Environment:

- Office/Plant Job fast pace can be stressful
工作节奏较快
- Capable of business trips
能够出差

主管签字
Signature of Supervisor

日期
Date