

## **Buyer/Sr. Buyer**

QA1 Precision Products, Inc. is a high performance parts manufacturer with over 15 years of successful experience in its field. QA1 manufactures shock absorbers, rod end bearings, and related products for the high performance automotive aftermarket including racing and street performance, the off-road recreational vehicle market, and a wide variety of specialized industrial markets.

QA1 is seeking a Buyer/Sr. Buyer whose responsibilities will include developing and implementing purchasing and materials management strategies for its products. This person will be responsible for ensuring that procurement and contracting activities are conducted in accordance with QA1 policy and sound, ethical, business practices. The successful candidate will utilize strong negotiation skills to maximize the value of QA1's investments while minimizing risk and liability exposure.

### *Duties and Responsibilities:*

- Continually reduce year-to-year costs through aggressive negotiations, value analysis, long-term agreements as well as supply base and industry knowledge.
- Select suppliers for existing products through effective use of proven procurement skills.
- Ensure that items in inventory are priced correctly to reflect fluctuation costs of materials.
- Utilize JDE software program to monitor inventory.
- Run and analyze inventory reports for management and self.
- Ensure that reports are accurate and completed in a timely manner.
- Keep track of vendor rebate information and completing proper processes to receive rebate credits.
- Communicate and partner on a regular basis with the sales department to ensure that customer orders are filled in a timely, cost-effective manner.
- Conduct high-level analysis of market forecasts and trends affecting commodities. Maintain up-to-date knowledge of regional and global economic conditions and business situations that impact materials within assigned commodities.
- Ensure that orders are meeting material deadlines.
- Plan and deploy finished goods inventory to meet daily needs of customers ensuring maximum fill rates and inventory turns while minimizing distress products.
- Monitor and facilitate resolution on product availability issues for customer orders.
- 10% travel possible

### *Candidate Requirements:*

- Four-year degree in accounting, business, engineering or related field and 4 - 5 years purchasing experience (automotive and/or manufacturing).
- Four years progressive experience in developing material sourcing plans, qualifying suppliers of materials and equipment, costing, conducting the bid process, negotiating terms and conditions, executing purchase orders and negotiating changes and disputes on tooling, equipment, component and material orders.
- Minimum 2 years progressive experience in developing contract plans, selecting and qualifying contractors, overseeing the bid process, negotiating terms for purchase, executing contracts, and dispute resolution.
- Cost accounting experience a very strong plus.
- Ability to understand internal costing structures is a must (labor, material, overhead, and profit).
- Must have practical experience in the procurement of machined parts and the ability to read and interpret blueprints. Experience with castings, forgings, and fabricated products a plus.
- Experience in purchasing from China, India and similar markets a plus.
- Solid knowledge of contract law and its applications regarding purchasing and supply chain processes and UCC is required.

- Ability to understand and communicate effectively over a wide range of technical, commercial and legal issues required.
- Must be effective leader with exceptional interpersonal, communication, organization, and time management skills.
- Must be computer literate over a range of systems and software products. JDE experience a strong plus. Working knowledge of Microsoft Office products (Word, Excel, Outlook, PowerPoint) required.
- Certified Purchasing Manager certificate, CPA and/or MBA are preferable, but not required.

Innovative, professional and friendly work environment. Benefits package includes:

- Medical insurance
- Dental insurance
- Life and accidental death & dismemberment insurance
- Long-term disability insurance
- Flexible spending accounts
- 401(k) plan with matching & profit sharing contributions
- Holidays and paid personal time off
- Tuition reimbursement

No phone calls from candidates or contract houses, please. EOE.

Mail, e-mail or fax your resume and salary requirements to:

**QA1 Precision Products, Inc.**  
**Attn: Human Resources - Buyer**  
**21730 Hanover Ave.**  
**Lakeville, MN 55044**  
**Fax: 952-985-5679**  
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