

70 Years of Building Value Into Building Products

ODL builds products that build value into your home. Designs for every taste, architectural style, and home décor. Products that bring the outdoors--natural light, fresh air—indoors. Ideas that change the game. Styles from classic to craftsman, old world to contemporary. Solutions for privacy or connection, small spaces, entryways or back porches. Decorative doorglass, transoms, sidelights, retractable screen doors, blinds between glass, severe weather doorglass, and much more.

For our Zeeland, Michigan facility we are looking for a **Senior Buyer**

The ideal candidate for this position is an experienced Senior Buyer whose focus commodity is glass, clear and coated glass to be exact. This person must have a proven track record of effectively developing and executing strategic commodity plans while deftly negotiating purchasing agreements. He or she must be motivated and accountable, with the confidence to drive decision making and solutions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develops and executes strategic commodity plans and negotiates strategic purchasing agreements on behalf of the company which may include international and domestic travel.
- Purchases materials, supplies and services by developing, soliciting and analyzing supplier quotations. Coordinates activities with other departments to assure proper delivery, quality, reliability and low cost consistency. Documents and maintains necessary records and files. May work with agents and customs brokers for overseas material buying.
- Assume ultimate responsibility to ensure that suppliers deliver quality product, on time, at the negotiated price.
- Identifies and develops new suppliers on a global basis. Locates and establishes new suppliers and coordinates order maintenance with existing suppliers. Selects and/or recommends suppliers with whom orders will be placed. Develops and maintains relationships with suppliers.
- Resolves conflicts that arise with supplier delivery schedules, raw materials, inventory, pricing, etc. Works with other areas to resolve escalated conflicts. Assumes ultimate responsibility to ensure that suppliers deliver quality product, on time, at the negotiated price.
- Develops and/or assists in developing enterprise-wide (ODL and WR) strategies and solutions to continuously improve cost levels, stable sources of supply, high quality of commodities and other governing factors related to the Purchasing Department.
- Participates in continuous improvement activities including developing programs to improve supplier performance. Tracks supplier performance and works with suppliers to continuously improve quality, delivery, cost, productivity and support.
- Champions Value Analysis / Value Engineering (VA/VE) activities for effective cost reductions in material and services. Develops methods to track material, labor, and overhead costs of purchased products and services. Works with necessary departments to minimize costs and maximize efficiency of purchasing function.
- Studies market trends and systems technology related to job. Researches and recommends new product developments. Performs other duties as necessary in support of business objectives.
- Actively supports the company's New Product Development (NPD) initiatives. Works closely with other departments (Engineering, Marketing, etc.) in order to provide the required new purchased products and/or services in a timely manner. Effectively utilizes the defined Engineering Change and BOM processes relative to affected commodities or products.

CANDIDATE REQUIREMENTS:

- Bachelor's degree in business or related field. High level of knowledge regarding purchasing concepts, practices, and procedures related to buying, along with demonstrated ability to purchase materials/equipment/services in substantial quantities.
- Minimum of ten years purchasing and/or purchasing-related experience including commodity expertise related to respective area; or equivalent. High level of expertise in developing suppliers necessary to meet cost, quality, delivery and reliability needs. Must be able to meet unique and complex design requests and address issues related to quality improvement.

- Demonstrated strong written and verbal communication skills in order to effectively interface internal and external contacts at all levels.
- Demonstrated excellent organizational skills in order to establish priorities, identify and set goals, meet deadlines, etc.
- Proficiency with tools/equipment related to job (i.e. personal computers, manufacturing systems, etc.).
- Demonstrated excellent problem-solving and negotiations skills in order to perform job duties independently and make decisions that meet company goals and objectives. Must be able to work on assignments that are broad in nature, involving a high degree of originality and ingenuity.

Candidates for positions with ODL must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire.

ODL is an equal opportunity employer committed to a culturally diverse workforce. All qualified applicants will receive consideration for employment without regard to race, religion, color, age, sex, national origin, sexual orientation, gender identity, disability status or protected veteran status.

ODL offers a solid track record of growth and expansion in a highly competitive industry as well as a complete benefits package including health/prescription options, dental insurance, vision insurance, short term disability, LTD option, basic life insurance, additional life insurance amounts available including spouse and dependent child coverage through payroll deduction, flexible spending accounts and 401(k) with a company match.

Please apply via email to: human.resources@odl.com

For a complete listing of ODL Open Positions please visit <http://www.odl.com/careers.htm>