



Dexter Laundry, Inc.

Job Title: Buyer	FLSA Status: Exempt
Department: Supply Chain	Reports To: Purchasing Manager

Position Summary:

The Supply Chain Buyer will work both individually and in team environments to coordinate various aspects of the Procurement, Manufacturing, New Product Development and Quality processes. This position will demand a high level understanding of Supply Chain business practices with an international emphasis, lean manufacturing principles, and quality measurement systems. A good understanding of metal forming, machining, welding, assembly and paint systems is a plus.

- Utilize Corrective Action Process and implement with Engineering, Manufacturing, and Purchasing.
- Utilize processes and procedures for purchasing that will increase our quality systems.
- Coordinate the processes defined in our Supplier Development Program.
- Understanding of a supplier's strengths and weaknesses.
- Maintain an excellent understanding of how the BOM structure supports all activities of the organization; from marketing, sales, purchasing, manufacturing, production control, accounting, and Parts and Service.
- High level understanding and practical use of lean principles (Kanban,VSM, 5S, Kaizen, Empowered Teams.

General Purpose: Competencies

Understanding of the procurement processes	Problem solving / Lean skills
Strong communication skills internally/externally	Experience with blueprints, AutoCAD, Inventor, Autodesk Vault
Organizational Skills	Knowledge/use of MRP/ERP systems

Position Responsibilities:

1. Management of assigned inventory levels through the use of various replenishment techniques.
2. Perform analyses of historical data and customer demand to determine stocking levels.
3. Responsible for scrap reduction efforts that are vendor related.
4. Responsible for participating in 5S efforts.
5. Responsible to help improve manufacturing performance metrics such as production efficiencies and quality.
6. Performance planning and employee development planning for direct reports.
7. Responsible for on time customer demand deliveries.
8. Responsible for Lead Time Reduction initiatives with key suppliers.
9. Responsible for team participation on assigned topics with Supply Chain, Engineering and Sales.
10. Travel to supplier facilities to evaluate business process and perform assessments.
11. Other responsibilities and duties as directed by the Purchasing Manager or Director of Supply Chain, Dexter Laundry, Inc.
12. Take ownership in our business results and your personal wellness.
13. General Duties: Performs other related duties as assigned.

Essential education, licenses, certifications, skills and experience:

B.S. in Purchasing, Engineering, Quality or related discipline.	

Valued but not required skills and experience:

Negotiation skills	



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Physical demands and work environment:

The physical demands and work environment characteristics 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.

- Physical demands: While performing duties of the job, employee is occasionally required to sit, stand, walk use hands to finger, handle objects or controls, reach with hands and arms, talk and hear. Employees must occasionally lift and or move up to 25 pounds. Specific vision abilities required by the job include close, distance, color, peripheral, depth perception and the ability to focus.
- Work environment: The noise level in the work environment is usually light to moderate. Travel less than 5%.
- Required to pass a background, physical, drug and alcohol screenings.
- Authorization to work in the United States.

General: The employee is expected to adhere to all company policies and commitment to company values.

Company Description

Dexter Laundry, Inc. is an Equal Opportunity Employer. Dexter Laundry, Inc. is an employee owned manufacturer based in Fairfield, Iowa, U.S.A. Founded in 1894, the company has grown to offer a full line of front load washers, drying tumblers, and equipment financing solutions serving the on-premise and commercial laundry industries. To learn more about Dexter products and services, please visit www.dexter.com

THIS COMPANY RESERVES THE RIGHT TO MODIFY, INTERPRET, OR APPLY THIS JOB DESCRIPTION IN ANYWAY THE COMPANY DESIRES. THIS JOB DESCRIPTION IN NO WAY IMPLIES THAT THESE ARE THE ONLY DUTIES, INCLUDING ESSENTIAL DUTIES, TO BE PERFORMED BY THE EMPLOYEE OCCUPYING THIS POSITION. THIS JOB DESCRIPTION IS NOT AN EMPLOYMENT CONTRACT, IMPLIED OR OTHERWISE. THE EMPLOYMENT RELATIONSHIP REMAINS "AT-WILL." THE AFOREMENTIONED JOB REQUIREMENTS ARE SUBJECT TO CHANGE TO REASONABLY ACCOMMODATE QUALIFIED DISABLED INDIVIDUALS.