

JOB DESCRIPTION

Job Title:	Program Buyer		Dept:	Purchasing & CI	
FLSA:	Exempt	Issue Date:	01/15/02	Revision Date:	06/3/04

Note: Direct reporting structure is based on division organization charts

Key Areas of Responsibility (Answerable for the following end results)

1. Compile and distribute Request for Quote packages for ongoing and future program content.
2. Maintain / Update program cost(s) information in the Trans4M database system, and to support overall program financial tracking.
3. Assist in the maintenance in Tier 1 source database, subsystem database and strategic component database.
4. Assist in compliance to supplier execution of Supplier Management Process deliverables.
5. Ensure supplier leveraging and synergies are executed
 - Participate in potential source qualification activities.
 - Quote all products / process change requests and actively participate in the Engineering Change Management system.
 - Execute timely audits of the supply base for accuracy of the piece price and tooling contracts to date.
 - Assist with the resolution o supplier commercial issues.
 - Assist in purchasing and negotiating material, equipment and supplies.
 - Evaluate and review supplier quotes for proper and fair costing.
 - Document all activities as required
 - Adhere to all company guidelines for Emergency Evacuation to ensure employee safety.
 - Any additional responsibility deemed necessary by management.

Limits of Authority

- Identify and alert management to any actual or potential issues that would adversely impact program financial performance.
- Initiate actions to prevent the occurrence of any nonconformance relating to product, process & systems.
- Identify and record any problems relating to the product, process or system
- Initiate, recommend or provide solutions through appropriate channels and verify implementation.
- Control further processing and delivery of nonconforming product until the deficiency is corrected.
- Negotiate (but not approve) supplier contracts and quotations.

Basic Education, Experience and Training Requirements

- Bachelor's degree in a related field or equivalent.
- Minimum 1-year automotive experience in a related position.
- Basic computer skills.
- Working knowledge of manufacturing cost methods.
- Proven negotiation skills.
- Strong organizational and communication skills.
- Able to maintain confidentiality on products, services and processes.

Health, Safety and Physical Demand Requirements

- Normal amount of sitting and standing, average mobility to move around an office and plant environment, able to conduct normal amount of work on a computer.

Internal Training Requirements

- Quality Mission Statement (QMIS)
- Environmental Mission Statement (EMIS)
- Evacuation Route (EMER)
- Orientation (ORIE)
- Employee Charter / Operating Philosophy (CHAR)
- Significant Aspects Overview (ASPC)
- Trans4M Overview (TR4M)
- Process 13.0 – Change Management (PR13)
- Process 15.0 – Purchasing and Supplier Management (PR15)
- Open Issues Database (OPEN)
- Change Control Database (CCF)

Risks Associated with Job Function

- None

The above points have been explained sufficiently.

Employee's Name (print)

Date

Employee's Signature

GM APPROVAL: _____
INITIALS