**Buyer / Supplier Scheduler**

If you are looking to be part of an organization committed to the principles of Teamwork, Integrity, Excellence and Faith, then Ridgeview Industries has a challenging and rewarding opportunity for you. We are looking for a Buyer / Supplier Scheduler for our Grand Rapids, MI location, who has the desire, capability and experience to passionately support our purchasing initiatives.

Ridgeview Industries is a leading metal stamping, welding and assembly manufacturing company primarily serving the automotive market. Our privately held company, founded upon Christian principles, currently employs approximately 600 team members across 4 plant locations.

**Position Responsibilities**

* Follow all Raw Material and outside supplier delivery and performance to the schedule.
* Create schedule for suppliers each week.
* Expedite Raw Material and Purchase Parts when required.
* Place spot buy for materials.
* Monitor supplier delivery performance and collect data for reporting.
* Support all Raw Material, Outside service and PP d-launch activities.
* Support quality on outside service problems (experience with automotive coating specifications).
* Maintain pricing of all outside services and purchased parts.
* Support of launch activities for raw materials, outside services and purchased parts.
* Negotiates the purchase of parts and outside services while ensuring compliance with company specifications and meeting quality and delivery requirements at competitive prices.
* Processes and manages purchase orders for all required material to ensure timely delivery according to specifications and requirements and manages change in requirements.
* Negotiate cost saves and material driven price changes.
* Creates and maintains appropriate project files (budget, Launch & D-launch activities, PO, etc
* Addresses delivery issues for production materials to assembly Plants. Identifies potential supply risk and initiates appropriate countermeasures.
* Processes return claims for defective products
* Work with senior buyer to obtain a global benchmark data and establishes supplier segmentation per commodity.  Develops suppliers with best total value and maintains an individual risk mitigation plan.
* Establishes and maintains vendor metrics such as on-time delivery and quality.
* Serves as the primary back up to Senior Buyer and MRO Buyer.
* Updates to and maintenance of Purchase Orders, current pricing and appropriate lead time including tracking jobs to service status.

**Position Qualifications**
* Associates degree or equivalent.
* Understanding of prints and specifications.
* Minimum of two years of related experience as a buyer in the automotive environment.
* Demonstrated knowledge of ERP/MRP systems, QAD experience a plus, with emphasis on supply chain master scheduling and other computer software applications.
* Analytical skills to handle complex situations.
* Strong written and verbal communication skills including professional presentation skills.
* Negotiation skills to resolve difficult or complicated situations that are often sensitive in nature.
* Ability to review and compare quotes.
* Customer service skills to display a service-oriented attitude in addressing and responding to customer and supplier issues.

**Why do you want to join Ridgeview Industries?**

It will begin during a visit when you feel the passion of the people and culture that permeates from every contact you make. Or, you may hear from some of our many 15-30+ year co-workers what they love about Ridgeview. Or, you may feel a deep connection with our Mission Statement that was developed by our employees. We are a business with a purpose that goes beyond parts and profits, and we endeavor to be different from other manufacturers in our industry and beyond. Do you believe in and align with our twelve guiding Principles?

Teamwork, Passion, Golden Rule, Trust, Communication, Accountability

Follow the Process, Data Driven, Continuous Improvement, Personal Growth

Pray Hard – Work Hard – Trust God, Excellence in All things

Our family-like culture has been shaped in over 45 years of business. We believe in our values, vision and purpose, and seek to be continually learning and growing to best serve our employees, customers, suppliers and community. Is this the place and next chapter for you?

Reporting to the Purchasing Manager, this position offers an attractive level of compensation and benefits package including:

* Medical, dental, life and disability insurance and flexible spending account(s)
* Matching 401(k) retirement plan
* Paid vacation, vacation purchase option, and 10 paid holidays
* Many employee programs including an on-site fitness facility
* Tuition reimbursement
* Employee profit-sharing bonus
* And much more.

**Job Type:**

* Full-time

**Benefits:**

* 401(k)
* 401(k) matching
* Dental insurance
* Flexible spending account
* Health insurance
* Health savings account
* Life insurance
* Paid time off
* Tuition reimbursement
* Vision insurance

**Schedule:**

* Monday to Friday

**Work Location:**

* In person