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| **Position Summary:** |
| The Buyer II is a key role within our procurement team, responsible for managing the purchasing cycle for complex commodities and high-volume items. This position requires a thorough understanding of the following responsibilities: identifying and selecting suppliers, negotiating prices and terms, establishing and managing relationships with designated suppliers, managing the purchasing cycle, and addressing supplier quality issues related to supplier products. Additionally, the Buyer II will oversee supplier performance, develop purchase plans, and ensure compliance with legal requirements. The Buyer II will play a critical role in optimizing material flow, negotiating with vendors, and supporting new product initiatives. |

| **What you will do as a Buyer II:** |
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| 1. **Manage purchase orders and material flow:** Oversee the entire purchasing process from requisition to delivery, ensuring timely and accurate order fulfillment and maintaining optimal inventory levels.
2. **Collaborate with Accounts Payable and receiving departments on supplier invoice management and inventory control:** Work closely with AP to resolve invoice discrepancies and with receiving to ensure accurate inventory records.
3. **Develop short and long-term purchase plans:** Create strategic purchasing plans that align with the company's production schedules and business goals, ensuring a steady supply of materials.
4. **Engage in negotiations with vendors**: Negotiate favorable terms and conditions with suppliers to secure the best possible pricing, delivery schedules, and service levels.
5. **Analyze supplier financial health and stability:** Assess the financial viability of suppliers to mitigate risks and ensure long-term partnerships.
6. **Support new product initiatives:** Collaborate with product development teams to source materials and components for new products, ensuring timely and cost-effective procurement.
7. **Monitor supplier performance metrics**: Track and evaluate supplier performance using key metrics such as on-time delivery, quality, and responsiveness, and implement improvement plans as needed.
8. **Optimize replenishment methods and lead times:** Develop and implement strategies to reduce lead times and improve the efficiency of the replenishment process.
9. **Ensure legal compliance with supplier documents:** Verify that all supplier contracts and documents comply with legal and regulatory requirements.
10. **Stay informed about market trends:** Keep up-to-date with industry trends, market conditions, and emerging technologies to make informed purchasing decisions.
11. **Provide input into enterprise-wide sourcing strategy:** Contribute to the development of the company's overall sourcing strategy by providing insights and recommendations based on market analysis and supplier performance.
12. **Other duties as assigned:** Perform additional tasks and projects as needed to support the purchasing team and overall business objectives.
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| **The Experience, Skills, and Abilities Needed:** |
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| **Required:*** Bachelor's Degree in supply chain or related field.
* Plus, three (3) years of experience in procurement.
	+ OR High School Diploma plus eleven (11) years of experience in procurement.
* Experience in MRP system environment.

**Preferred:*** Experience in lean manufacturing.

**Other:*** Advanced skills in Microsoft Excel.
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| **What STERIS Offers** |
| We value our employees and are committed to providing a comprehensive benefits package that supports your health, well-being, and financial future. *Here is just a brief overview of what we offer:** Market Competitive Pay
* Extensive Paid Time Off (PTO) and 9 added Holidays
* Excellent Healthcare, Dental and vision benefits
* Long/Short Term Disability coverage
* 401(k) with a company match
* Maternity & Paternity Leave
* Additional add-on benefits/discounts for programs such as Pet Insurance
* Tuition Reimbursement and continued educations programs
* Excellent opportunities for advancement in a stable long-term career
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| **Work Schedule:** |
| * This is a hybrid schedule opportunity based in Eden Prairie, MN.
* Link to the posting: <https://bit.ly/49srB5o>
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