

Covidien - Sr. Buyer - Boulder, CO

As a global, \$10+ billion healthcare products leader, we deliver outstanding results and innovative solutions for challenging problems. We are an affirmative action/equal opportunity employer.

**Location: Boulder CO

*To apply send your resume to keri.mazza@Covidien.com

SUMMARY OF POSITION:

The Senior Buyer position will manage pre-production materials and associated supplier support for New Product Introduction (NPI) projects, Sustaining Engineering projects and R&MS Cost Reduction Projects, as assigned.

Purchases, plans and coordinates resulting material movement throughout design and pre-production sequences.

Up front procurement responsibility to analyze data and determine factors that affect prices and availability; determines lowest cost consistent with quality, reliability and ability to meet required schedules.

Reviews proposals, negotiates component/service costs, selects or recommends suppliers, analyzes trends, follows up orders placed, verifies delivery, approves payment and maintains necessary records of material movement throughout NPI process.

Coordinates and follows up with manufacturing to ensure appropriate procurement, scheduling and movement of materials and services are transitioned into production.

Ensures continuity of supply by conducting due diligence of potential suppliers to expose financial risk, RoHS compliance, quality or on-time delivery service and End of Life issues.

ESSENTIAL FUNCTIONS:

1. Integral core team or extended team member for assigned Project Team's).
2. Plans, procures and schedules movement of materials, parts, components, services, supplies and related material through pre-production.
3. Up front procurement responsibility to include analyzing data and determining factors that affect prices and availability; determine lowest cost consistent with quality, reliability and ability to meet required schedules.
4. Serves as liaison between Project team and suppliers including Contract Manufacturing.
5. Track project material on-hand at Contract Manufacturer or relevant supplier.
6. Negotiate delivery dates with suppliers for prototype assemblies. Tracks progress on critical items.
7. Coordinates and follows up with manufacturing to ensure appropriate procurement, scheduling and movement of materials and services are transitioned into production.
8. Exercise due diligence to obtain required authorizations to return material to the supplier and replace material as needed in an expeditious manner.
9. Serves as liaison between Covidien Legal, Engineering and potential suppliers for Non Disclosures / Design Consulting and Service Agreements / Supply Agreements in order to facilitate Projects.
10. Works with Facilities in Boulder & Carlsbad to ensure MRO purchasing issues are covered

MINIMUM REQUIREMENTS:

EDUCATION: Bachelor's degree in related discipline or equivalent combination of related education and experience; MBA a plus; Knowledge equivalent to and or receipt of APICS (CPIM) or ISM (CPM) certification is essential.

EXPERIENCE:

5 years of experience purchasing components and/or commodities.

4 years of experience planning multi-level assemblies.

PREFERRED SKILLS/QUALIFICATIONS:

*Demonstrated skills in interpersonal communications, negotiations, contract formulation, and Microsoft Office, Excel, Word and PowerPoint

*Experience in procurement for new product introductions.

*Experience with computer based MRP systems and Excel familiarity required.

WORKING CONDITIONS: Normal office conditions exist

DISCLAIMER: The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of employees assigned to this position.