



HINO MOTORS MANUFACTURING U.S.A., INC.

37777 Interchange Dr. Farmington Hills, MI 48335

Tel: (248) 442-9077

Fax: (248) 442-9068

JOB DESCRIPTION

HINO TITLE: Buyer Specialist

MARKET TITLE: Buyer

JOB DUTIES:

Hino Motors Manufacturing U.S.A., Inc. the industrial truck division of Toyota is seeking a Buyer for its Headquarters-Detroit facility located in Farmington Hills, MI. Hino Motors offers a competitive wage and benefits package.

Responsibilities include:

1. Lead supplier benchmarking activity.
2. May lead project team.
3. Work closely with suppliers to develop a mutually beneficial, long term relationship.
4. Develop, implement and manage commodity strategy.
5. Develop supply base in North America for localization parts.
6. Generate commodity cost estimates to build sourcing, negotiation, and supplier development strategies.
7. Analyze costs to understand and evaluate supplier competitiveness.
8. Drive continuous improvement in the supply base in support of Hino Motor's business goals.
9. Work closely with related department and manufacturing plants to ensure operational needs are achieved.
10. Facilitate annual supplier cost improvements/manufacturing improvements activities.
11. Support Product Planning and Engineering projects.
12. Plan and direct materials and supply to reduce cost and improve quality.
13. Promote teamwork and cooperation with interacting departments including Japan.
14. Provide support to manufacturing plants for both strategic issues and supplier performance issues.
15. Develop plans and support of new program launches and projects.
16. Issue Purchase Orders for production components and tooling.
17. Develop cost estimation skills by commodity.
18. Regular report out progress to management.
19. Cost data management: input pricing data and resolve discrepancies working with buyers.

JOB REQUIREMENTS:

Required Knowledge and Skill Sets:

1. Strong MS Excel and MS PowerPoint skill sets.
2. Strong written and verbal communication skills.
3. Strong organizational and data management skills.
4. Strong negotiation skills.
5. Program management experience preferred.
6. Understanding of automotive manufacturing process and costs preferred.
7. Experience working with non-U.S. based customers/suppliers preferred.



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Experience:

1. Minimum 3 years of purchasing experience.
2. Automotive purchasing experience is required.
3. Strong negotiation and excel skills required.

Education:

Bachelors Degree is required, preferably in Business, Supply Chain Management, or Finance

Other:

- Position requires traveling up to 25% of the time.
- Position might require moving equipment up to 10 pounds or less.
- Position does not allow telecommuting and employee must be present in the office.
- Position requires sitting stationary 90% of the time.