



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

37777 Interchange Dr. Farmington Hills, MI 48335

Tel: (248) 442-9077

Fax: (248) 442-9068

DATE: 8/31/2018

JOB DESCRIPTION

HINO TITLE: Purchasing Administration Specialist

MARKET TITLE: Purchasing Administration

JOB DUTIES:

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

Responsibilities include

- Manage HML Shipments – coordinate between HML, suppliers, and buyers in order to timely ship ordered parts to Japan
- Manage Purchasing Data Files/Document control. Lead and track Purchasing data requests to suppliers
- Support Conflict Minerals and/or NAFTA reporting
- Coordinate Purchasing Planning activities
- Work closely with related dept. and manufacturing plants to ensure operational needs are achieved
- Promote teamwork and cooperation with interacting departments including Japan

JOB REQUIREMENTS:

Required Knowledge and Skill Sets:

- Strong MS Excel & MS PowerPoint skill sets
- Strong written and verbal communication skills
- Strong organizational and data management skills

Experience:

- 2-3 years' experience
- Purchasing experience: Data administration, Automotive preferred
- Strong communication skills, Excel skills (spreadsheet set-up and analysis), PowerPoint skills
- MS Great Plains software experience preferred

Education:

- Bachelor's degree in Supply Chain Management or Finance

Other:

- Strong attention to detail and accuracy
- Experience with working with non-U.S. based customers/ suppliers
- Strong Understanding of manufacturing costs
- This position may travel 10-15% 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

Hino Motors Manufacturing U.S.A., Inc. (HMMUSA) provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, HMMUSA complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities.