



## **HINO MOTORS MANUFACTURING U.S.A. INC.**

45501 Twelve Mile Road, Novi, MI 48377

### **JOB DESCRIPTION**

#### **Purchasing Manager**

#### **JOB DUTIES:**

Hino Motors Manufacturing, U.S.A., Inc. is a wholly-owned subsidiary of Hino Motors, Ltd. (Japan) and a Toyota Group Company. Hino Motors Manufacturing U.S.A., Inc. is seeking a Purchasing Manager for its Headquarters facility located in Novi, MI. Hino Motors offers a competitive wage and benefits package.

#### **RESPONSIBILITIES INCLUDE:**

- Manage and lead the buying team in activities of all responsible platforms
- Drive continuous improvement in the supply base in support of Hino Motor's business goals
- Analyze costs to understand and evaluate supplier competitiveness.
- Generate commodity cost estimates to build sourcing, negotiation, and supplier development strategies
- Negotiations of part costs, logistics, and tooling with supply base.
- Develop, implement and manage commodity strategy
- Promote teamwork and cooperation with interacting departments including Japan
- Promote appropriate utilization of Purchasing resources and facilitate issue resolution between functional areas
- Develop plans and support of new program launches and projects
- Provide support to manufacturing plants for both strategic issues and supplier performance issues
- Plan and direct materials and supply to reduce cost and improve quality

#### **REQUIRED KNOWLEDGE AND SKILL SETS:**

- Strong MS Excel and MS PowerPoint skill sets
- Strong written and verbal communication skills
- High level of attention to detail
- Strong organizational and data management skills
- Strong understanding of manufacturing costs preferred
- Ability to work independently under tight deadlines is essential in this fast-paced environment

#### **EXPERIENCE:**

- At least 5 years in a management position, and 7 years in purchasing operations
- Previous experience in Negotiations
- Cost estimating capability: stampings, welding, forging, casting, coating, assembly, tooling
- Analysis of all costs involved in manufacturing processes, particularly stamping, forging and casting processes

#### **EDUCATION:**

- BS 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.

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.