

KEMET as a part of a YAGEO corporation is a leading global company with an excellent reputation in the capacitor industry. Our vision is to be the world's most trusted partner for innovative component solutions. We are talent oriented, we believe the math must work, we demand speed, we provide unparalleled customer experiences, we exhibit ethics and integrity, we require no politics, we stand as One KEMET, we lead material innovation, we protect our environment. Our mission is to help make the world a better, safer and more connected place to live.

We want to attract individuals with a global mindset who are innovative thinkers and who have a passion for performance excellence. We are looking for self-motivated, proactive individuals with a good sense of professional responsibility and work ethics for the position:

Buyer Powertrain Capacitors

Responsibilities:

- Gain knowledge about the Powertrain capacitors and the production related processes;
- Effectively respond to new projects RFQ requests and support the R&D department;
- Effective leadership of the procurement process for new projects and support already running serial production, including
 - prepare and send out RFQ to selected supplier;
 - collect offers in timely manner;
 - analyses and evaluate suppliers' offers;
 - establish and maintain good relationship with suppliers;
- Responsible for the operative supplier management
 - Creation, maintenance and system follow up of Purchase orders;
 - Revision of documents prior any delivery of the ordered materials and services;
 - Monitor the quality and on time delivery of materials and goods supplied ensuring compliance with KEMET specifications and quality standards;
 - Communicate status of orders with internal customers and alert on potential supply issues;
 - Maintain awareness of quantities on stocks of materials and equipment to ensure that shortages are avoided;
 - Direct coordination between Finance, Warehouse and Logistics teams over needed documents, receipts, and documents accuracy
 - Supporting Quality Team in Supplier claims
 - Minimizing cycle time in the purchasing processes;
 - Maintain up-to-date supplier information;
 - Generate purchasing reports and statistics;
 - Recognize and evaluate opportunities to secure reduced prices;
- Develop and follow integrated purchasing strategies that support organizational strategies;
- Supporting Sourcing Team and Commodity Managers in strategical purchasing processes;
- Comply with ethical standards to perform the purchasing function.

Required knowledge and skills:

- Previous experience in automotive industry is requested
- Accept continuous change
- Courage to propose improvements
- Competency in Microsoft applications including Word, Excel, and Outlook.
- English proficiency

Please send your application (**CV and Cover Letter**), by **January 13, 2022**, with subject line **Buyer PWT / your name and surname** to: macedoniacv@kemet.com

Only shortlisted candidates will be contacted.

The job applications will be kept in our database for one year.