

## Buyer

**KEMET Electronics** Corporation is a leading global supplier of electronic components. We offer our customers the broadest selection of capacitor technologies in the industry, along with an expanding range of electromechanical devices, electromagnetic compatibility solutions and supercapacitors.

KEMET Electronics in Macedonia Purchasing Department is looking to attract talented individual to join our plant as **Buyer**. Main purpose of job is to purchase materials and equipment required by the company at the optimum quality and price to meet operational and customer requirements through identifying, researching, evaluation and selection of suppliers that meet the KEMET standards of price, quality, timing, and reliability of supply.

### Main responsibilities

- Analyze and evaluate supplier proposals, or quotations;
- Negotiate prices and delivery conditions;
- Creating Purchase orders and follow-up the status of purchase orders with vendors to ensure timely delivery; daily update of the system accordingly
- Recognize and evaluate opportunities to secure reduced prices;
- Monitor the quality and timeliness of materials and goods supplied to ensure they that they comply with specifications and meet the KEMET quality standards;
- Communicate status of orders with internal customers;
- Maintain an awareness of quantities of stocks of materials and equipment to ensure that shortages are avoided;
- Report any significant supply problems to ensure that departments and functions are kept aware of any potential difficulties;
- Enter data into databases to maintain up-to-date supplier and vendor information and to generate purchasing reports and statistics;
- Ensure continuous improvement of the metrics related to purchasing;
- Minimizing cycle time in the purchasing processes;
- Comply with ethical standards to perform the purchasing functions.

### Requirements and expectations

- University degree;
- Strong English - Multi lingual is an asset;
- Proficient use of Microsoft Office products; Excel high level is mandatory
- Strong communication and organizational skills;
- Good phone skills and flexibility for handling a wide range of activities;
- Demonstrate personal time management skills;
- Developed negotiation skills;
- Ability to promote and ensure integrity of negotiation procedures.
- Experience in the field for at least 3 years
- Experience in automotive sector will be an asset

If you find yourself in the mentioned requirements and expectation and if you are willing to work in fast changing environment, please send your CV and Motivational letter to [macedoniacv@kemet.com](mailto:macedoniacv@kemet.com), no later than **September 22, 2021** indicating the reference Buyer in the subject line.

We are offering working in employee friendly environment, international setting, working within experienced team and great possibility to increase and broaden your experience.

Your application package will be treated with confidentiality and your documents will be stored in our data base for 2 years. Only shortlisted applicants will be contacted.