



Job Title:	Senior Buyer	Reports to:	Purchasing Manager
Department/Group:	Purchasing	Travel Required:	Limited
Location:	Chanhassen, MN	Version Date:	June 2026

Summary

The Senior Buyer is responsible for the strategic management of assigned suppliers, inventory performance, and supply chain initiatives. This position focuses on supplier relationships management, cost reduction, inventory optimization, forecasting, risk mitigation, and long-term supply continuity. The Senior Buyer serves as the primary business contact for key suppliers, leads supplier performance reviews, and mentors Buyers on purchasing best practices.

Key Responsibilities

1. Manage strategic relationships with key suppliers and maintain regular business reviews.
2. Develop and execute supplier performance improvement plans focusing on delivery, quality, cost, and responsiveness.
3. Lead negotiations for pricing, terms, freight agreements, and supply contracts.
4. Analyze root cause of inventory shortages and develop both short-term and long-term corrective actions plans.
5. Develop and implement back-order reduction strategies.
6. Evaluate supplier capacity, risk, and business continuity concerns.
7. Identify and implement dual sourcing opportunities where appropriate.
8. Review and adjust safety stock levels, purchasing parameters, and inventory strategies to supply company goals.
9. Monitor supply on-time delivery, quality performance, non-conformance trends, and corrective actions.
10. Maintain accurate forecasting inputs, usage flags, and inventory planning data.
11. Review and approve purchasing decisions, within established authority levels.
12. Resolve complex supplier issues, escalations, and supply chain disruptions.
13. Investigate and resolve invoice discrepancies involving quantity variances, freight charges, and supply fees.
14. Collaborate with Product Management, Operations, and Sales on new product introductions and supply chain initiatives.
15. Lead supplier business review and continuous improvement initiatives.
16. Mentor and supply Buyers in supplier management and purchasing best practices.
17. Utilize data analysis and reporting tools to identify opportunities for inventory, cost, and service improvements.
18. Perform other duties and assigned.

What Success Looks Like

A successful Senior Buyer:

1. Develops strong strategic relationships with assigned key suppliers and serves as a trusted business partner.

2. Drives measurable improvements in supplier performance, including on-time delivery, quality, cost, and responsiveness.
3. Reduces backorders and inventory shortages through proactive planning and root-cause analysis.
4. Successfully negotiates pricing, terms, and supply agreements that improve company profitability and service levels.
5. Anticipates supply chain risks and implements mitigation strategies, including dual sourcing and inventory optimization.
6. Uses data and analytics to make informed decisions regarding forecasting, inventory strategy, and supplier performance.
7. Serves as a resource and mentor for Buyers by sharing knowledge and supporting problem resolution.
8. Maintains ownership of strategic supplier relationships while driving continuous improvement initiatives.
9. Contributes meaningfully to company goals related to customer service, fill rate, inventory turns, and profitability.

Qualifications

1. Bachelor's degree in Business, Supply Chain, Operations, or related field preferred.
2. Minimum 5-7 years of purchasing, procurement, supply chain, or inventory management experience.
3. Demonstrated success in supplier negotiations and strategic sourcing.
4. Strong analytical, financial, and inventory management skills.
5. Experience leading supplier performance improvement initiatives.
6. Excellent communication, negotiation, and relationship management skills.
7. Advanced proficiency with ERP systems, Microsoft Excel, and reporting tools.
8. Ability to influence cross-functional teams and drive business results.
9. Ability to mentor and develop less experienced purchasing team members.

Work Environment

Work is generally confined to a standard office environment.

Physical Demands

The following are some of the physical demands commonly associated with this position.

1. No unusual physical demands are associated with this position.
2. Spends 80% of the time typing while sitting and 20% of the time either standing or walking.
3. Frequently lifts, carries, pulls, or pushes 2 – 6 pounds. Occasionally lifts, carries, pulls, or pushes up to 20 lbs.
4. Uses cart, dolly, or other equipment to carry in excess of 25 lbs.
5. Occasionally stoops, kneels, balances, reaches, crawls and crouches while performing office or work duties.
6. Verbal and auditory capacity enabling interpersonal communication through automated devices, such as telephones, radios, etc.

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7. Constant use of eye, hand and finger coordination enabling the use of automated office machinery or equipment.
8. Visual capacity enabling constant use of computer or other work-related equipment.