



*Our Precision, Your Advantage*

## **JOB POSTING**

This document is used to provide a basic description of essential duties and other work elements.

**Job Title: Procurement Assistant**

**Location: Distribution Center in Greenwood**

**KYB Americas Corporation, a subsidiary of one of the world's largest manufacturers of shocks, struts, and hydraulic components, and a global leader in ride control technology for both OEM and Auto Care (Aftermarket) industries, is growing and we're seeking a Procurement Assistant to join our team!**

**If you are interested in a growing, fast-paced, collaborative company with lots of opportunity, KYB Americas Corporation is the place for you!**

### **Purpose of Position/Summary:**

The purpose of the Assistant of Procurement is to support all aspects of purchasing and inventory management.

### **Essential Duties/Responsibilities:**

- Assist all levels of management on compliance with J-Sox requirements;
- Supports the Director of Product and Procurement;
- Assist the Procurement Specialist and update database as needed. This duty is important to KYB management and helps management measure results against stated objectives;
- Responsible for updating all part number level details in S2K and communicating with Product Department;
- Coordinate the delivery of stock with suppliers and freight forwarding company;
- Ensure all PDF files of each purchase order is submitted to suppliers and submit orders through EDI (Electronic Data Interchange) on ERP system;
- Report data issues identified regarding inventory, open orders and sales history from NGS query, and record all data on a daily basis;
- Adjust computer system when issues occur or arrange with vendors to settle discrepancies between paperwork and physical receiving, or gap between vendors backorder and our open order;
- Check and share new order numbers which are planned for the near future;
- Summarize warranty claim data and send report to KYB AM headquarters;
- Follow, organize and report shipping information from each supplier;
- Complete all paperwork for settlement and for ordering parts that are for individual use;
- Communicate with each supplier to address gaps between our database and the supplier's;
- Communicate with vendors and logistics company to ensure complete satisfaction on resolving any issues in a timely manner;
- Create informational materials such as various spreadsheets and send to suppliers as needed;
- Other duties as assigned by the supervisor/manager.

### **Job Requirements:**

A Bachelor's degree in business administration or related field from an accredited institution is preferred. 3-4 years of relevant procurement related experience may be substituted for a college degree. Excellent communication, both written and verbal, skills required. Japanese communication skills and experience in administration for imports & exports are preferred. This position requires proficient computer abilities including, but not limited to, Microsoft Office products such as excel, specifically, formula creation/editing abilities. Extensive automotive aftermarket experience, including parts distribution, service provider and national group(s) involvement a plus. This position requires the ability to be adaptive, people-oriented, detail oriented, enthusiastic, assertive, the ability to multi-task, and perform work with integrity.

### **ABOUT US:**

**KYB Corporation produces a variety of ride control, hydraulic, and electronic products for use as original equipment and replacement parts in automobiles, motorcycles, trucks, specialty vehicles, buses, aircraft, railroad cars, industrial applications, agricultural applications, and civil engineering projects. Our global headquarters are located in Tokyo, Japan, and we have facilities in Asia, the United States, Central and South Americas, and Europe.**

**KYB Americas Corporation Automotive Aftermarket is headquartered in Greenwood, IN. We are responsible for sales and distribution of KYB Automotive Aftermarket Components in Canada and the USA.**

**Website: <http://www.kyb.com>**

**Company Size: 501-1000 employees**

**\*\*\*NO AGENCIES PLEASE\*\*\***

**KYB Americas Corporation is an Equal Opportunity Employer**