



Purchasing

Summary/Objective

Buys product for the organization to use or resell. Developing purchasing strategies, evaluate and maintain positive relationships with suppliers, coordinate with internal team regarding their supply needs, negotiate contracts, review product quality, and act as an Agent or Buyer.

Essential Functions

- Utilize Visual Manufacturing and Crystal Reports software
- Answer purchase order requisitions that come from various internal sources
- Enter new purchase orders into the Visual Manufacturing database
- Daily monitor upcoming material requirements
- Monitor business needs to obtain the best overall value of materials and services
- Expediate material delivery to meet production delivery requirements
- Expedite service orders and work with the Shipping Department
- Contact Supplier representatives to develop knowledge for a working relationship for follow up to purchased product and service shipments
- Submit new Supplier Capabilities Questionnaire to all new potential suppliers
- Review Primary Supplier List with management staff
- Maintain Secondary Supplier List
- Enter purchase orders, get P.O. requisition approval signatures, send documents to suppliers and contact suppliers to confirm receipt of P.O.
- Contact Supplier representatives for any supplier provided non-conforming product or service
- Conduct periodic Supplier Audits and report results to management staff
- Track monthly supplier delivery performance, quality performance, and cost
- Monitor supplier work capacity and capability
- Follow up on all supplier responsible Corrective Action Reports



Education and Experience

1. Minimum two years related experience
2. Background in Purchasing

Competencies

- Technical Capacity.
- Organizational Skills.
- Problem Solving/Analytical.
- Customer/Client Focus.
- Time Management.
- Collaboration.
- Performance Management.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.