



Job Description – Purchasing Agent

Job Title:	Purchasing Agent	Level:	
Department/Group:	Purchasing	Job Category/EEO-6:	
Location:	Waukesha, WI	Position Type:	Full-Time
Salary Range:		FLSA Status:	Non – Exempt

Job Description

SUMMARY: The Purchasing Agent is responsible for procuring goods and services, such as raw materials, fabricated parts, equipment, tools and supplies. Confers with vendors to obtain product or service information, such as price, availability and delivery schedule. This position will work in support of the Purchasing Manager, assisting with vendor selection, price and terms negotiations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- ! Responsible for the on time procurement and delivery of production parts and raw materials
- ! Delivery coordination of raw materials and components to support production schedule
- ! Manage suppliers with an emphasis on cost savings and on time delivery
- ! Communicate with suppliers to ensure delivery schedule, cost and order maintenance
- ! Communicate with Shipping/Receiving Warehouse personnel as necessary to ensure timely and accurate delivery and receipt of parts and materials
- ! Create and maintain Excel spreadsheets
- ! Participate in team meetings and provide supplier feedback
- ! Prepare purchase orders and update MRP with confirmed delivery data
- ! Minor inventory management
- ! Provide procurement and logistics support
- ! Assists Manager in vendor/supplier selection process and negotiating purchase price and terms
- ! Uphold company policies, procedures and adherence to local governing business ethics and codes of conduct
- ! Performs other purchasing/procurement duties as assigned

REQUIRED QUALIFICATIONS:

- ! Minimum 3-5 years hands-on experience in the procurement of steel and stainless steel machined parts and fabricated components preferably in a manufacturing environment
- ! High school or equivalent and Associates degree in purchasing, supply chain management, accounting, logistics or business administration required, bachelor's degree preferred
- ! Must have understanding of manufacturing and warehouse operations and inventory controls
- ! Understanding of complex Bill of Materials
- ! Able to read general blueprints preferred
- ! Experience working with ERP and MRP systems
- ! Results oriented individual with a pro-active approach to overcoming challenges and achieving results
- ! Proven appreciation of Customer Service expectations
- ! Can problem solve and have strong analytical and negotiation skills
- ! Excellent attention to detail, along with organizational and follow-up skills
- ! Resourceful and self-motivated; able to work independently as well as in a Team
- ! Proficient in Microsoft Office: Word, Excel and Outlook

LANGUAGE SKILLS:

Good grammar and diction. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to other employees of the organization.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, percents and decimals.



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REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

Additional Physical Demands: None

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is a professional office environment where a conservative business dress code is in effect. The noise level in the work environment is usually moderate.

Reviewed By:	J. Cobb	Date:	November 21, 2017
Approved By:	A. Slattery	Date:	November 21, 2017
Last Updated By:		Date:	