

## Reid Ashman Mfg Job Description



**Job Title:** Purchasing Agent  
**Department:** Purchasing  
**Reports To:** Purchasing Manager  
**FLSA Status:** Non-Exempt  
**Prepared By:** Chris Reid  
**Prepared:** 03/06/14

### **SUMMARY**

Coordinates activities involved with procuring goods and services such as raw materials, fabricated machine and sheet metal parts, equipment, tools, commercial parts, supplies, and advertising, for use in manufacturing products and general operations in an industrial organization by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Execute Purchasing objectives provided by Purchasing Manager that are complimentary to corporate goals and policies.

Reviews Material Requirement (MRP) to ascertain product data such as types, quantities, specifications, and configurations of products and then places requisitions.

Prepares and submits purchasing packets ensuring the timely execution of buys that provide 100% accuracy and on-time delivery of raw materials to the Materials team.

Confers with vendors to obtain product or service information such as price, availability, and delivery schedule consistent with departmental goals.

Reviews MRP daily for misalignments and pro actively resolves delivery gaps with the Purchasing and Materials Managers.

Reviews shortage detail reports provided by the Materials' kitting team and takes personal ownership for resolving each misaligned detail.

Maintains Purchase Order data within the manufacturing software (PLEX) and takes responsibility for timely PO entry, expedites and de-expedites, quantity changes, and any other modifications to PO data to ensure exactness, neatness, and accurate reporting of scheduled deliveries.

Responsible to participate in vendor base development with focus on quality improvement, on-time delivery record, and fair market pricing.

Drives cost reduction efforts with suppliers through negotiation and application of Lean Manufacturing methodologies.

Responsible for the implementation and ongoing adherence to the Reid Ashman Safety Program within the Purchasing department.

Reviews bid proposals and negotiates contracts within budgetary limitations and scope of authority.

Maintains procurement records such as items or services purchased, costs, delivery, product quality or performance, and inventories.

Discusses defective or unacceptable goods or services with inspection or quality control personnel, users, vendors, and others to determine source of trouble and take corrective action.

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

Bachelor's degree (B. A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, blue prints, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

### **MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### **COMPUTER SKILLS**

Experience using and a general understanding of the Windows operating system. One or more years experience using Word and Excel. General knowledge and experience communicating using email and internet software.

### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands and fingers to handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include color vision, peripheral vision, depth perception, and ability to adjust focus.

### **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.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts or equipment and occasionally to fumes or airborne particles. The noise level in the work environment is usually low.

The general work environment includes carpeted office areas, concrete floors in climate-controlled assembly area, machine shop area, shipping dock/loading area, non-climate-controlled warehouses, and occasional outdoor weather conditions.

### **GENERAL SIGN-OFF**

We believe that each employee makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities. Therefore, this job description is designed to outline the primary duties, qualifications and job scope, but not limit the incumbent nor the organization to just the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of our endeavors.

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

I have read and understand this job description. I understand that I am expected to adhere to all company policies. I understand that the employment relationship between me and Reid-Ashman Mfg. remains at all times at-will and can be terminated at any time for any reason, with or without cause or notice.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_