

## Job Description

**Title:** Purchasing Agent

**Reports to:** Vice President of Operations

### Duties and Responsibilities

- *Supplier Management*
  - *Develop and Maintain supplier relationships. Develop, maintain, and analyze Supplier metrics. Negotiate favorable total cost of ownership on all key materials.*
- *Inventory Analysis and Evaluation*
  - *Maintain Part and Inventory information to optimize raw material inventory usage, stock levels, and Inventory ROI.*
- *Procurement*
  - *Manage the MRP system to ensure the procurement process operates effectively. Manage process of determining material requirements. Procure the materials from appropriate suppliers. Manage all Logistics.*
- *Strategic Management*
  - *Continuously monitor, evaluate, and act on significant trends in the markets affecting Technicon's supply chain.*

### Job Skills, Knowledge and Characteristics

Necessary Skills	Personal Characteristics
<ul style="list-style-type: none"> <li>• <i>Must be able to use Enterprise Resource Planning software modules and other computer systems in the performance of the job; MS Word, Excel, Outlook, Access, PowerPoint, etc...</i></li> <li>• <i>Superior Communication and negotiation skills</i></li> <li>• <i>Must be familiar with MRP systems and finite capacity scheduling</i></li> <li>• <i>Bachelor's Degree or comparable educational experience or professional certification</i></li> <li>• <i>This position requires a minimum of 5 years of work experience at least 4 of which must be directly related to procurement, purchasing, or supplier management</i></li> <li>• <i>ISM – CPSM (Certified Professional in Supply Management) or APICS – CSCP (Certified Supply Chain Professional) or CPIM (Certified in Production and Inventory Management) certification preferred</i></li> </ul>	<p><u>Personal Characteristics</u></p> <ul style="list-style-type: none"> <li>• <i>Must be able to manage multiple projects and tasks simultaneously</i></li> <li>• <i>Must be attentive to detail</i></li> <li>• <i>Must be able to operate daily with minimal oversight and direction under only broad objectives and goals</i></li> <li>• <i>Must be able to manage multiple priorities from multiple stakeholders including; customers, vendors, sales personnel, and management</i></li> </ul> <p><u>Duties</u></p> <ul style="list-style-type: none"> <li>• <i>Procure all necessary materials and supplies to support operation</i></li> <li>• <i>Continually analyze and evaluate inventory to optimize stock levels, reduce costs, and eliminate obsolescence</i></li> <li>• <i>Maintain and evaluate Supplier performance</i></li> </ul>

## **Physical Demands**

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- *Must be able to lift 25 lbs regularly and up to 50 lbs occasionally*
- *Must be able to travel for Customer or Vendor visits as well as attending trade show and industry events.*
- *Typically works in an office environment*
- *Must be able to use telephone and computer systems*

## **Hours**

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- *This is a salaried staff level position. The work schedule will be as required to support ongoing company operations and may include non-standard work hours as needed.*
- *Domestic and International Travel may be required*

### *Revision:*

*PCRF # 14-014    Date: 3/3/14*  
*PCRF # 15-005    Date: 3/12/15*  
*PCRF # 16-013    Date: 11/01/16*