



PROCUREMENT TEAM ASSOCIATE

Department: Materials Status: Hourly
Reports to: Supply Chain Supervisor Location: Sterling, IL
Personal Protective Equipment: Safety Glasses, hearing protection, hi-vis clothing and safety footwear (ANSI-Z41 rated) must be worn upon entering production area. Comply with OSHA Safety and Health Rules.

Primary Job Duties and Responsibilities

- Coordinate activities with Supervisor involving procurement of goods and services, such as raw materials and parts used in production.
- Coordinate International parts orders. Work with international vendors on pricing, ship dates, customs brokers, loading containers
- Confer with vendors to obtain product or service information, such as price, availability and delivery schedule.
- Monitor Open Orders and follow up to assure components are delivered in the time frame production requires. This will require confirming the delivery date with the vendor and if determined the delivery date is not satisfactory, work with the vendor to achieve the desired result.
- Work closely with Receiving Department to ensure proper supplies arrive on time and also trace delinquent arrivals of items on Purchase Orders.
- Handling of RGA claims – Work with Parts and Service, Quality Control, Shipping/Receiving, and vendors and others to determine the source of the problem. Work with Shipping/ Receiving and Accounting to assure the component is returned to the vendor for replacement or credit, as shall be determined in each case. Proper procedures must be followed in returning these components to allow a tracking system to control movement of such components.
- Request quotes from various vendors to determine costing and delivery dates for the Engineering Department.
- Prepares purchase orders from Reorder Advice Reports and Purchase Order Requisitions and sends copies to suppliers.
- Prepare receivers for direct shipments from the Parts Department purchase orders and match with incoming invoices.
- Maintain a good work ethic and environment built on teamwork, continuous improvement, safety, communication, customer service/satisfaction and organization.

This description is intended as a guide only. The listed duties may be changed at the discretion of the department supervisor.

Qualifications

- Minimum of high school diploma.
- Position requires two to four years of relevant experience, preferably in the purchasing or manufacturing field.
- Good negotiating skills.
- Ability to multi-task with demonstrated excellence in organization and time management skills
- Must be adaptable to changing priorities and possess the ability to work effectively with short deadlines.
- Proficient with Windows-based Microsoft computer applications.
- Must be flexible, enthusiastic and creative team player.