



JOB DESCRIPTION

Title: Purchasing Specialist

Date: March 25, 2024

Classification: Hourly (Non-exempt)

Reports to: Purchasing & Supply Chain Manager

Job Location: Hutchinson, KS

JOB SUMMARY:

Directs and coordinates activities of persons engaged in purchasing and distributing raw materials, equipment, machinery, and supplies in an organized manner by performing the following duties personally or through designated individuals in specific departments. Must be able to work on own with minimal supervision.

FUNCTIONS TO BE PERFORMED:

- Prepares and issues purchase orders
- Analyzes market and delivery conditions to determine present and future material availability
- Reviews purchase orders and contracts to assure compliance within the company policy
- Maintains procurement records such as items or services purchased, cost, delivery, and inventories
- Maintains purchase prices and appropriate vendor information in the inventory files
- Approve variances in Vendor invoices and acknowledgments
- Follow-up on all Purchase Orders and expedite when necessary
- Follow-up on Customer finished materials and expedite accordingly
- Will backup Burner purchases and special item purchases (work with the electrical engineer)
- Conduct searches for special purchases to find out what is available and from whom
- Negotiates pricing with key suppliers
- Walk through the manufacturing facility periodically to personally view and inspect purchased items
- Ensures that backup suppliers are developed for critical items
- Discusses defective or unacceptable goods or services with quality control, users, vendors, and others to determine source of trouble and take corrective action
- Perform other related duties as required

ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES

- Must be able to communicate verbally and in writing
- Strong computer skills including spreadsheets, ERP systems, and email
- Must be capable of following verbal and/or written instructions
- Must have good mathematical skills
- Ability to reason logically
- Ability to handle multiple projects in a fast pace environment
- Ability to troubleshoot at unexpected and inconvenient times
- Trustworthy with highly confidential information
- Must be accurate with numbers with attention to details
- Associate degree or bachelor's degree preferred or similar related work experience
- Can sit for long periods of time
- Can grasp, stoop, and squat or to perform duties with reasonable accommodation