

JOB DESCRIPTION

Purchasing and Inventory Agent

Summary

This position assists and supports the Purchasing and Storeroom Departments.

Essential Job Duties

- Receive in stock via GP
- Scan in all the packing lists
- Assist in resolving delivery issues
- Backup for dept. timekeeping
 - ▶ Issue materials:
 - Post Panatracker batches daily
 - Create and post issue tickets
 - ▶ Kitting
 - Assist in the creation of the kitting process
 - Assist in the kitting process
 - Monitor kitting to ensure all parts are being ordered
 - Initiate paperwork for kitting process
 - ▶ Inventory Management
 - Prepare Weekly Operations Report
 - Set up new part numbers in GP
 - Upkeep and maintenance of part numbers in GP
 - Answer questions regarding status of parts
 - Creation of Min and Max for part numbers as directed (data entry only)
 - Entering inventory counts into GP
- When necessary- Identify the most appropriate supplier for the designated product, determine availability, perform comparative pricing and negotiate pricing, confirm quality of products and establish delivery requirements/timelines
- When necessary- Perform all purchasing functions, such as issuing purchase orders (Pos), invoice analysis, pricing verification, payment authorization
- When necessary- Identify and resolve all issues related to product quality, pricing, delivery, utilization, and loss
- Other duties as required by the business.
- Good attendance, safety, disciplinary, and overall employment records
- Adhere to all company policies and all safety, food safety, feed safety, and sanitation rules and programs

Qualifications

- Experience in purchasing and inventory control management
- Experience and proficient in database management, analyzing and reporting data regarding inventory issues, results, trends, solutions
- Strong organizational skills, ability to multi-task and ability to exercise independent judgment
- Must be detail-oriented
- Demonstrated proficiency in analyzing data, problem identification and resolution and ability to generate clear/concise reports indicating key issues to management/ department heads
- Excellent communication skills, both in oral and written medium
- Organized with excellent time management skills
- Ability to communicate effectively and work cohesively with employees at all levels

Physical Demands and Expectations

- Able to stand or walk on concrete floors for an entire eight-hour shift if necessary
- Able to bend and lift up to 50 pounds
- Able to climb stairs
- Able to work in temperature extremes (cold and hot)
- Able to work in noisy and dusty conditions