# EAST COAST EROSION BLANKETS, LLC

job description: PUrchasing Agent

**Position Summary:**

Responsible for sourcing and obtaining required products or services at a competitive price, within the required time frame keeping appropriate quantity level. Review inventory on a regular basis, calculating and projecting material needs based on production schedule. Work closely with receiving and accounting to assure the invoicing, receiving and purchase orders match. Reports to Operations Manager. FLSA Status is Non-Exempt.

*Essential Duties and Responsibilities include, but are not limited to:*

* Develop and maintain a Cycle Counting Plan using MRP system.
* Maintenance and accuracy of data in MRP/ERP system (input and issuance from inventory, labor reporting, startup of RFQ and quoting modules, etc.)
* Using MRP system maintain inventory control of all raw materials and finished goods in all locations.
* Forecasting of all material requirements with a six-month rolling plan.
* Identify and maintain suppliers for new products while establishing and managing key supplier performance goals.
* Develop a material flow strategy.
* Utilize inventory management practices to increase profitability and drive waste out of the supply chain
* Assist the sales department in developing business that is either possible with the existing supply chain or integrated into a new strategy.
* Plan, negotiate and order raw materials to ensure continued stock requirements with lowest cost.
* Define performance metrics for measurement, comparison, or evaluation of supply chain factors such as product cost and quality.
* Oversee and manage bar code systems in MRP system.
* Develop and oversee databases to integrate quality control
* Obtains data regarding types, quantities, specifications, and delivery dates of products ordered.
* Review incoming customer’s orders and assist in creation of the production schedule to determine product data such as types, quantities, and scheduled delivery dates to plan purchases for optimum results.
* Review and maintain production, inventory of products, inventory of raw materials and supplies, and operational reports.
* Coordinate with other departments and managers to optimize efficiency and minimize downtime while meeting the needs of our customers.
* Support the department in preparing and adhering to the department budget seeking innovative ways to improve efficiencies and reduce costs, which includes overtime management, expense control, productivity, and management of raw materials.
* Apply lean manufacturing techniques.
* Assist with receiving and shipping as required in order to minimize staff overtime and promote team environment.
* An estimated 40 hours of time dedicated to company per week is expected.

*Supervisory Responsibilities:*

* This job has no supervisory responsibilities.

**Competencies and Qualifications:**

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily, demonstrate the following competencies, and meet the requirements listed below for knowledge, skill, and/or ability.

Intellectual - Identifies and resolves problems in a timely manner; Develops alternative solutions; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Interpersonal - Speaks clearly and persuasively in positive or negative situations; Responds well to questions; Writes clearly and informatively; Presents numerical data effectively; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit.. Must be able to keep calm and make quick, clear decisions while coping with pressure.

Organization - Works within approved budget; Conserves organizational resources; Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment; Works with integrity and ethically; Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values.

Self Management - Displays willingness to make decisions; Includes appropriate people in decision-making process; Takes calculated risks to accomplish goals; Uses time efficiently; Sets goals and objectives; Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments; Demonstrates accuracy and thoroughness; Applies feedback to improve performance; Monitors own work to ensure quality; Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events; Is consistently at work and on time; Ensures work responsibilities are covered when absent; Follows instructions, responds to management direction; Undertakes self-development activities; Seeks increased responsibilities; Asks for and offers help when needed; Displays original thinking and creativity; Generates suggestions for improving work.

Education and/or Experience – Certificate in production control/supply chain management; or two years related experience and/or training; or equivalent combination of education and experience. Experience with purchasing, expediting, MRP/ ERP systems, quality/continuous improvement initiatives, manufacturing safety practices and MS Office applications

Language Skills - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Spanish a plus.

Mathematical Skills -Ability to calculate figures and amounts. Solid analytical skills including frequency of distribution, analysis of variance, correlation techniques, sampling theory, standard deviations, factor analysis. Data analysis for cost-benefit analysis, pricing, and management of various financial and nonfinancial performance measures (intermediate to advanced math).

Reasoning Ability -Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills -To perform this job successfully, an individual should have knowledge of MS Excel Spreadsheet software, MS Word Processing software, MS Outlook, Access and other Microsoft Office Suite applications are a plus. Strong database understanding required.

Certificates, Licenses, Registrations -Current driver's licenses and forklift operator’s license.

Other Skills and Abilities –Product familiarization/knowledge.

Other Qualifications –

* Warehouse inventory management experience.
* Required knowledge of accepted quality assurance procedures and guidelines.

Physical Demands -While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 50 pounds.

Regularly required to sit or stand and move about the facility. Required to be able to read documents and computer screens. Exposure to shop elements such as noise, dust, fumes and odors.

Work Environment -While performing the duties of this job, the employee is regularly exposed to moving mechanical parts; airborne particles; extreme cold and extreme heat. The employee is frequently exposed to wet and/or humid conditions. The employee is occasionally exposed to high, precarious places; outside weather conditions. The noise level in the work environment is usually very loud. Exposure to shop elements such as noise, dust, fumes and odors.

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Job Description Acknowledgement - I have received a copy of this job description and have read (or had it read to me) and I completely understand all my job duties, responsibilities, and performance criteria. I acknowledge I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to company needs without it being specifically included in the job description. If I have any questions about job duties not specified in this description that I am asked to perform, I should discuss them with my immediate supervisor. I further understand that future performance evaluations and merit increases to my pay are based on my performance of the duties, responsibilities, and performance criteria outlined in this job description to the satisfaction of my immediate supervisor.

I have discussed any questions I may have had about this job description and performance criteria prior to signing this form.

Employee’s Signature Date

Employee’s Name (please print)