



## **JOB DESCRIPTION**

**Job Title:** Purchasing Agent Level 2

**Facility:** Brooklyn Park

**Department:** Manufacturing Support

**Reports to:** Director of Purchasing and Manufacturing Support

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### **SUMMARY**

This position is responsible for purchasing and negotiating materials, equipment, and supplies from vendors. Evaluates vendor quotes and services to determine most desirable suppliers. Places orders, and stays involved in inventory distribution. Monitor's quality of goods or service. Researches new trends or advances in product lines to make appropriate buying decisions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include but are not limited to the following. Other duties may be assigned as needed.

- Price, negotiate and purchase material, services, supplies, and equipment in a timely and cost-effective manner.
- Act as Forest Stewardship Council (FSC) Coordinator at the Brooklyn Park facility, working in conjunction with the Purchasing Agent who has the overall responsibility as the FSC Coordinator for ENPOINTE, ensuring materials purchased meet the requirements to maintain our FSC certification.
- Track and manage supplier deliveries, and investigate and resolve discrepancies on pricing, terms and conditions, and other aspects of vendor orders.
- Develop and recommend to Director of Purchasing & Manufacturing Support policies, procedures or purchasing systems for the organization.
- Maintains records of materials or services purchased such as delivery dates, vendors, costs, product quality or performance and inventories.
- Maintain appropriate lines and levels of house inventory; Conduct monthly inventory in an accurately and timely manner.
- Train appropriate personnel in use of manual and electronic requisitions.
- Assists in identification and disposal of obsolete and unusable supplies and excess product.
- Works closely with other departments to secure a complete and accurate purchase order including price for all procurement items.
- Authors procedures required by ISO Standards for centralized requisitions and purchase order processing as requested.
- Actively interview, researches, and develops new sources of approved suppliers and/or recommends possible substitute materials.
- Complete Request for Quotations/Proposals (RFQs/RFPs), perform price and cost analysis and issue and manage purchase orders.
- Acts as participant on the supplier performance review committee and updates, approved supplier list with all members of the Purchasing Team as requested.
- Provide as needed backup support to other members of the Manufacturing Support team.
- Understand your role in the companies Quality Management System regarding ISO.

### **QUALIFICATIONS**

- High school diploma or equivalent.
- 3 years purchasing experience, preferably in a manufacturing environment or demonstrated knowledge, skills, and abilities to perform the above-mentioned tasks.
- Knowledge of paper products.

- Must have exceptional math and analytical skills to adequately analyze and interpret supplier quotes, contracts, and other supplier-related issues.
- Ability to effectively communicate at all levels and across the organization.
- Must have highly developed negotiating skills.
- Working knowledge of Microsoft software products and other PC applications.
- Strong skills in work planning and scheduling and knowledge of those procedures.

#### **PHYSICAL REQUIREMENTS**

- Constant working on computer and sitting.
- Occasional lifting 50+lbs, pulling, pushing, bending, reaching, kneeling, stooping and climbing ladders or stairs and operating mechanical equipment and motor vehicles.

*Occasional: Occupation requires this activity up to 33% of the time (0 - 2.5 hrs./day of 8-hour day)*

*Frequent: Occupation requires this activity from 33%-66% of the time (2.5 - 5.5+ hrs./day of hour 8-hour day)*

*Constant: Occupation requires this activity more than 66% of the time (5.5+ hrs./day of 8-hour day)*