



## JOB POSTING: PURCHASING AGENT

### SUMMARY:

Coordinate the planning and procurement of raw materials, equipment, and services to meet company requirements in a timely, efficient, and cost-effective manner. Design and implement systems or procedural changes to improve efficiencies and accuracy, to include supplier selection, following ISO and regulatory requirements. This role will strategically source suppliers, facilitate RFQs, place purchase orders, negotiate pricing, identify cost savings, and manage vendor relationships to directly impact the financial success of the business and support the needs of those teams.

### ESSENTIAL DUTIES:

- Timely procurement of materials, equipment, and services to support company needs using ERP generated reports and Purchase Order Requisitions daily
  - Results to be monitored on a weekly basis
  - Performance measurement tools are as follows: Past Due Purchase Order Report, Purchase Price Variance Report, Supplier Quality performance, and Delivery Performance Report
- Interact with suppliers and manage select suppliers to ensure on time delivery at competitive pricing while managing inventory levels to prevent shortages and maximize turns
  - Source, evaluate and negotiate suppliers for existing and new product need to add value to Aztalan Engineering products regarding cost savings, product quality, delivery performance and serviceability
  - Quote, prepare orders and follow-up to expedite delivery
  - Verify purchases and resolve any issues
  - Implement and maintain a Supplier Scorecard Program
- Interact with the following departments:
  - Production Control
    - Regarding expedite needs and shortages for parts and outside services
    - Seek assistance with technical concerns or specification alternatives
    - Scheduling questions
  - Customer Service/Sales/Engineering
    - Obtain quotes for services or goods for new products and services
  - Accounting and Administration
    - Cost performance and budgeting
  - Quality
    - Work directly with quality personnel on measuring supplier performance to ISO requirements and resolving any customer performance issues
    - Serve as a resource for internal and external concerns or complaints as to recommend solutions for any supplied parts or services
- Other duties as assigned

**QUALIFICATIONS:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential function.*

- Experience in metals industry purchasing including steel, aluminum, and specialty metals
- Experience with services such as plating and heat treat
- Effective interpersonal, analytical, problem solving, and negotiation skills
- Highly accurate computer data entry skills to include Microsoft Office Suite and familiarity ERP software systems
- Strong oral and written communication abilities



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- Knowledge of production planning, supply chain and/or materials management processes
- Effective planning and organization with maximum utilization of time management
- Competent with deadlines and pressure with the ability to handle frequent interruptions
- Ability to use judgment and independent thinking in the interpretation of data with indirect supervision
- Effective communication skills for training and supervision

### **EDUCATION, EXPERIENCE OR LICENSES**

- Bachelor's degree in Supply Chain Management, Business or equivalent experience, preferred
- 2+ years in Purchasing/Supply Chain, preferred
- 1+ years in a fast-paced Manufacturing environment, preferred

**PHYSICAL DEMANDS** - *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- The work is typically performed while intermittently sitting, standing, walking, bending, crouching, talking and hearing.
- Specific vision abilities required by this job include close and distance vision, peripheral vision, depth perception and the ability to adjust focus.