



Purchasing Agent

DEPARTMENT:	SNIF Engineering	REPORTS TO:	Finance and Quality Manager
DIVISION:	Elmsford	FLSA STATUS:	Exempt
JOB CODE:	2610	EFFECTIVE DATE:	9/21/2022

JOB SUMMARY

Develop, plan, and implement purchasing control procedures to optimize throughput and reduce associated costs. Provide management and control of procurement activities for the division and supplier relationships as influenced by operational needs, market pricing trends, and vendor performance. Collaborate with Customer Service, Planning, Engineering and Operations to facilitate product manufacturing.

QUALIFICATIONS

Education/Experience

HS diploma or equivalent, plus a minimum five (5) years in a Supply Chain function in an industrial manufacturing entity is required. Bachelor of Science in Accounting/Finance preferred.

Knowledge/Skills/Abilities

Core People Skills. Ability to positively interact and work collaboratively with a diverse group of people at all levels of the organization. Genuine with high ethical standards and values and personal integrity and honesty. Ability to apply a large measure of common sense to a variety of situations.

Communication Skills. Effective communicator with skills that demonstrate collaboration and cooperation. Ability to speak persuasively in positive or negative situations, listen and obtain clarification, and respond well to questions. Ability to influence and negotiate for mutual benefit.

Computer/Applications Skills. Proficient computer skills using a variety of software applications systems including database user interface and query software. High degree of knowledge and proficiency with Microsoft Office Products, including excel. Experience with SharePoint, Visual, and other database applications is preferred. Demonstrated ability to quickly and successfully learn new software/database applications as required.

Supply Chain/Planning. Knowledge of supply chain, materials management and planning fundamentals, including operational management, purchasing, logistics, material requirements planning, inventory management, service scheduling and product/service design. Strong negotiation skills, including ability to influence and persuade others, develop reasoned arguments, listen, and make decisions about how to allocate scarce resources. Demonstrated ability to establish and maintain vendor relationships through exceptional customer service. Working knowledge of cost accounting and manufacturing methods and procedures. Strong math, statistics and analytical thinking skills required.

Core Business Skills. Ability to exercise sound judgement and discretion in handling of proprietary and confidential information. Ability to work independently, without significant direction in a fast-paced environment and to use resources effectively to "figure it out". Strong critical thinking skills, judgment and keen attention to detail and accuracy. Exceptional prioritization, time management and organizational skills.



Analytical Skills. Ability to use information/data and various metrics to develop an informed and factual business case. Strong financial analytical capabilities for developing profitable product strategies. Ability to define problems, collect objective data, establish facts, and draw valid conclusions.

Professional Investment. Demonstrated commitment to own personal professional development and learning.

Travel. Ability to travel by land and air domestically up to 10%. Potential international travel on an infrequent basis. Valid driver's license and US Passport, or ability to obtain required.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES

1. Purchase supplies and materials at optimal value and delivery cycle while maintaining lowest possible inventory levels and cost in compliance with approved purchasing practices and procedures.
2. Develop and implement purchasing procedures to optimize workflow and facilitate performance improvements. Expedite as needed.
3. Coordinate and maintain information tracking and reporting systems such as databases, spreadsheets, and reports to include running on-time delivery reports, advising the manager when there are significant changes in lead times, running purchase order reports to advise managers, and coordinating solutions when there are price increases.
4. Review market pricing, delivery conditions and trends to determine present and future material availability and manage purchasing program accordingly.
5. Effectively manage vendor/supplier relationships, including variations in delivery, quality, price, and/or conditions of sale.
6. Prepare quote requests and reviews bid proposals for requested goods or services.
7. Manage and resolve supplier performance and quality problems.
8. Support the ISO-9001 quality system and participate in internal and external audits.
9. Research new sources of supply to maximize use of "just in time" inventory practices and maintain efficient operations.
10. Negotiate supplier contracts and process merchandise receipts and supplier invoices for payment.
11. Establish and maintain inventory stock levels maintaining the lowest possible levels to support parts supply policies and business objectives. Participate in physical inventory counts at SNIF warehouses and other locations where SNIF products are stored.
12. Promote positive team member and customer relations by supporting Pyrotek's commitment to a working environment of tolerance, acceptance, and civility. Respond appropriately to inquiries, concerns, and complaints by being professional, courteous, and respectful at all times.
13. Maintain regular, consistent, reliable, punctual, and predictable attendance, as required to achieve internal and external customer satisfaction.
14. Actively and positively participate in problem resolution, demonstrating constructive communication, timely response and effective resolution skills. Work effectively within team environments both within your department and across the organization.
15. Cooperate and comply fully with all Pyrotek policies and procedures. Actively support and follow the Pyrotek Safety Program.



16. Participate in company/department meetings, training activities, continuing education programs and other associated activities.
17. Consistently promote and communicate Pyrotek's core values through work performance and excellent customer service.
18. Perform other tasks as assigned by the Manager.

PHYSICAL/SENSORY REQUIREMENTS

The following physical activities described here are representative of those required by a team member to perform the essential functions of this position. Reasonable accommodation, if feasible, will be made to enable individuals with disabilities to perform the functions of position.

While performing the duties of this job, the team member is regularly required to talk, hear, and see. This position is moderately active and requires standing, walking and bending. Team Members performing this job must be able to sit for long periods-of-time, bend and reach, use stairs, lift up to 25 pounds occasionally and communicate effectively in English by telephone, in writing and in person.

WORKING ENVIRONMENT

Generally, work in an office environment; however, may be required to work in a manufacturing or warehouse environment where PPE is required, and noise, heat, fumes, and other hazardous environmental elements exist.

Team Member Signature

Date

Manager's Signature

Date