

Elastec/American Marine, Inc. Job Description

Job Title: Purchasing Manager
Reports to: Vice-President of Operations- 1309
Summary:

Essential Duties and Responsibilities:

1. Ensure purchase orders are processed and clarifying and issues with vendors
2. Ensuring purchased parts are delivered when expected
3. Posting receipt of goods
4. Qualifying and setting up new vendors
5. Evaluating supplier performance and change vendor status as necessary
6. Scheduling the delivery of purchased goods
7. Communicating significant changes in purchased goods to appropriate parties, I, e, price, lead times, or minimum order quantity
8. Researching invoice discrepancies for accounting regarding purchase orders and sales orders
9. Communicating with customs brokers
10. Ensuring compliance with all import regulations

Other Responsibilities:

Any other duties required by Management or Supervision.

Supervisory Responsibilities: This position has direct supervisor responsibilities for the Purchasing Assistants.

Measurement of competency: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Qualifications: The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or experience: Related 2 year degree or 2 years of purchasing experience in a manufacturing setting..

Language skills: This job requires the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. This job requires the ability to write routine reports and correspondence. This job requires the ability to speak before groups of customers or employees of the organization.

Mathematical Skills: This job requires the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. This job requires the ability to apply concepts of basic algebra and geometry.

Reasoning ability: This job requires the ability to apply common sense understanding to carry out instructions in written, oral, pictorial, or diagram form.

Computer skills: This job requires the individual to have general computer knowledge, as well as advanced knowledge of Sage 100 accounting software and Microsoft Office.

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Certificates, licenses, registrations: A valid driver's licenses and insurability are strongly preferred.

Other skills and abilities: N/A

Other qualifications: N/A

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

While performing the duties of this job the employee is regularly required to sit, talk, walk on concrete, occasionally lift up to 30 pounds and/or hear. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

Work environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level at work is usually quite. While in the production facility, minimal exposure to hazards may occur (i.e. fork truck, some expose to mild chemicals, moderate noise, ect.)

Authorities for decision making:	N/A
Candidate Requirements/Attributes:	N/A
Dimension of the Position:	N/A
Problem solving characteristics:	N/A
Demand for influencing:	N/A
Summary:	N/A

Revised 10/28/2020

Approval : Greg Gibbs