



Purchaser

Classification

Exempt

Reports To

Director of Operations

Date of Last Position Description Review

10-22-2020

Job Description

Position Objective

The purchaser position purchases and receives products that are essential to the company's day to day operations. The position is responsible for evaluating vendors, negotiating vendor contracts as needed, ensuring optimal stock levels at best price. Ultimately, this position creates and maintains good relationships with key vendors to ensure product is of high quality and delivered on time.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Research potential vendors.
- Compare and evaluate offers from suppliers.
- Negotiate contract terms of agreement and pricing.
- Track orders and ensure timely delivery.
- Enter order details (e.g. vendors, quantities, prices) into internal databases.
- Oversee inventory and order additional products or supplies when needed.
- Maintain updated records of inventory, purchased products, delivery information and invoices.
- Prepare reports on purchases, including cost analyses.
- Monitor and forecast upcoming levels of demand.
- Monitor stock levels and place/receive orders as needed.
- Coordinate with production staff to ensure proper storage.
- Attend trade shows and exhibitions to stay up to date with industry trends.
- Any other duties assigned by upper management.
- Participate in AS9100 and other standards development and maintenance.
- Own AS9100 and other standard processes and procedures related to the department.

Key Competencies

- Understanding of supply chain procedures.
- Strong leadership capabilities.
- A knack for negotiation and networking.
- Technical Capacity.
- Problem Solving/Analysis.
- Customer/Client Focus.
- Decision Making.
- Project Management.
- Communication Proficiency.
- Teamwork Orientation.
- Collaboration Skills/Leadership.

Supervisory Responsibility

This position supervises all employees of the Purchasing department, including Raw Material Management, Receiving, and the Tool Crib. This position is responsible for leadership, performance management and hiring of the employees within its department.

Work Environment

This job operates primarily in the shop environment, and in an office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles, moving mechanical parts and vibration. The noise level in the work environment and manufacturing sites can be loud. Requires wearing appropriate PPE in certain areas of the workplace.

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 talk or hear. The employee frequently is required to stand; walk; use hands to handle or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Position Type

Full-Time, Permanent

Expected Core Hours/Days of Work

Expected core hours of work are 8 a.m. to 5 p.m., Monday through Friday. Evening and weekend work may be required as job duties demand.

Travel

Travel is primarily local during the business day, although occasional out-of-the-area and overnight travel may be expected.

Required Education/Experience

Requirements may be waived at the discretion of the CEO.

- Previous purchasing experience (3-5 years), including negotiating with vendors.
- Familiarity with sourcing and vendor management.
- Previous inventory control experience (1-3 years).
- Interest in market dynamics along with business sense.
- Experience in a production environment.
- Experience supervising, coaching and developing staff.

Preferred Education/Experience

- Bachelor's degree (BS) in supply chain management, logistics, or business administration, industrial engineering or related field.
- Working knowledge of machining and industry operations.

Additional Eligibility Qualifications

Relevant training certifications in industry topics helpful.

Work Authorization/Security Clearance

Must qualify for EAR, ITAR clearances, and or/be a U.S. person.

EEO Statement

AE Management Co., and Etezazi Industries, Inc., provide equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, AE Management Co., and Etezazi Industries, Inc., comply with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

AE Management Co., and Etezazi Industries, Inc., expressly prohibit any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of AE Management Co.'s and Etezazi Industries, Inc.'s, employees to perform their job duties may result in discipline up to and including discharge.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by all levels of management:

_____ Manager Name (Printed)	_____ Manager Signature	_____ Date
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_____ HR Manager Name (Printed)	_____ HR Manager Signature	_____ Date
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_____ Employee Name (Printed)	_____ Employee Signature	_____ Date
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