UNISON
— Employee Owned —

Position Description

Title: Purchasing Specialist

Department: Production

Reports To: Director of Manufacturing Operations

FLSA Status: Exempt

Summary: The Purchasing Specialist is responsible for procuring goods and services to ensure quality, cost-effectiveness, and timely delivery while managing supplier relationships. This individual ensures that the company acquires the right goods and services efficiently and cost-effectively.

Essential Duties: Essential job duties for this position include the following items. Other duties must be performed as assigned or required.

- Research and Identify suppliers to find best sources for good and services based on quality, cost, and delivery timelines.
- Evaluate products and suppliers against business criteria and technical specifications to ensure compliance with company standards.
- Negotiate purchase agreements including prices, payment terms, and delivery schedules to secure favorable deals.
- Issue, submit and track purchase orders ensuring the adherence to company policies and regulatory requirements.
- Monitor supplier performance and resolve issues related to quality, delivery, or invoicing discrepancies.
- Analyzed market trends to anticipate price changes, shortages or opportunities for cost savings.
- Collaborate with internal teams such as finance, operations and project management to align procurement and organizational needs.
- Review packing slips for accuracy, receive in software system, and file appropriately
- Develop and maintain flexible inventory levels adjusting as necessary
- Utilize CAD drawings to specify, quote, and order fabrication materials
- Negotiate terms and conditions with vendors
- Solicit supply agreements with vendors for management approval
- Create and maintain vendor quality assurance documentation
- Submit recommendations for product quality improvements, equipment purchases, and efficiency improvements
- Perform all tasks in compliance with company safety program
- Perform all other tasks as required
- Uphold, support, and promote all company policies and procedures

Supervisory Responsibilities: None

Qualifications: To perform this job successfully, the individual in this position must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the minimum knowledge, skills and ability preferred.

Education/Experience:

- Bachelor's degree in Business or equivalent/related field experience
- 2 plus years' experience in related position
- Ability to read/understand engineering drawings required
- Ability to communicate effectively
- Experience with software systems or related software highly desirable
- Experience with Microsoft Office Suite required

Language Skills:

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills:

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form

Certificates, Licenses, Registrations:

- Valid Driver's License highly 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.

- Standing – Approximately less than 1/3 of on-the-job time.
- Walking – Approximately less than 1/3 of on-the-job time.
- Sitting – Approximately greater than 2/3 of on-the-job time.
- Use of hands to finger, handle or feel – Approximately greater than 2/3 of on-the-job time.
- Reaching with hands and arms – Approximately greater than 2/3 of on-the-job time.
- Climbing or balancing – Approximately less than 1/3 of on-the-job time.
- Stooping, kneeling, crouching or crawling – Approximately less than 1/3 of on-the-job time.
- Talking or hearing – Approximately greater than 2/3 of on-the-job time.
- Tasting or smelling – Approximately less than 1/3 of on-the-job time.
- Weight lifted/Force exerted – An average of approximately (10 - 20) pounds, greater than 1/3 of on-the-job time, non-continuously

Physical demand requirements listed are primarily applied to ability to lift and move paper, office supplies, files, etc.

- Vision – There are no special vision requirements for this position. Vision requirements listed are primarily applied to the use of computers, telephone, other office machines and color coded files.

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Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job.

Environmental – Exposure to potentially hazardous environmental conditions may include the following:

- Wet or humid conditions (non-weather) – Approximately less than 1/3 of on-the-job time.
- Work near moving mechanical parts – Approximately less than 1/3 of on-the-job time.
- Work in high, precarious places – Approximately less than 1/3 of on-the-job time.
- Fumes or airborne particles – Approximately less than 1/3 of on-the-job time.
- Toxic or caustic chemicals – Approximately less than 1/3 of on-the-job time.
- Outdoor weather conditions – Approximately less than 1/3 of on-the-job time.
- Extreme cold (non-weather) – Approximately less than 1/3 of on-the-job time.
- Extreme heat (non-weather) – Approximately less than 1/3 of on-the-job time.

Environmental – There is little to no exposure to hazardous environmental conditions except while in the manufacturing facility

Noise – Typical office noise and occasionnel noise from the manufacturing facility