

Purchasing Associate



Department: Purchasing
Reports to: Department Manager

FLSA Status: Non-Exempt
Location: 110 Terry Drive

BASIC FUNCTION: The Purchasing Associate will procure designated materials, supplies, equipment for KVK Tech departments and facilities at optimum quality, price, and delivery.

JOB RESPONSIBILITIES:

- Purchases inventory, consumables, and services in accordance with company policies
- Ensures best value is received on all purchases
- Communicate with vendors/suppliers for availability, ordering, price negotiation and order follow up
- Create purchase orders for all orders processed
- Ensures all needs of the facility are purchased so that business can run efficiently with minimal downtime
- Generates purchase orders based on reorder points set in inventory management system
- Periodically reviews reorder points to ensure they are adequate
- Recommends promotional, seasonal, and opportunistic buys outside the reorder points
- Uses all resources available to ensure just in time inventory whenever possible
- Works with warehouse and retail management team to ensure adequate stocking space
- Selects which suppliers the company will work with and initiates relationship
- Maintains vendor relationships ensuring best pricing and order preference is received
- Coordinate both domestic and international shipments with various freight companies
- Stays current in the industry and ensures facilities are stocked with innovative products in demand by our customers
- Reviews turns and eliminates stock before inventory trends are down
- Minimizes obsolete and clearance inventory through quick response to market trends
- Provides analytics to management
- Knowledge of company's mission, purpose, and goals
- Ability to operate office equipment in a safe and effective manner – telephones, computer, printer, fax, scanner.
- Learning how the Purchasing Department runs
- Processing in Syspro-posting invoices, creating purchase orders

ESSENTIAL JOB REQUIREMENTS AND QUALIFICATIONS:

- Strong reading, writing, and communication skills required

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- Must be able to multi-task and work in a fast paced environment
- Self-motivated & exceptional organizational skills
- Ability and willingness to work cooperatively with others
- Knowledge of Microsoft Office products and telephone protocol
- High degree of discretion dealing with confidential information
- Associates or Bachelor's Degree in Business

PHYSICAL DEMANDS: While performing the duties of this job, the employee is required to walk, sit, and use hands to finger, handle or feel tools or controls, reach with hands and arms, balance, stoop, crouch, bend, talk and hear. The employee must lift and/or move up to 20 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, and depth perception.

The job demands here are representative of those that must be met by an employee to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This job description is not intended and should not be an exhaustive list of all principal job elements essential for recruitment and selection, for making fair job evaluations and for establishing performance standards. The percentage of time spent performing the various job duties is not absolute. The incumbent, who has the right to amend, modify, or terminate this job in part or in whole. This document is not a contract for employment.