

## ***GREAT NORTHERN EQUIPMENT DISTRIBUTING, INC.***



**Job Title:** Purchasing/Materials Coordinator

**Last Update:** 01/09/2020

**Reports to:** Buyer/Category Manager – Manufacturing

**Supervises:** N/A

**Department/Location:** Office, Renville, MN

**Work Schedule:** Generally, 8:00am – 5:00pm with flexibility for start/end times

**Eligible for remote work:** No

**Safety sensitive position that is subject to random drug/alcohol testing.**

**Basic Function:** Coordinate with operations, engineering, purchasing, sales and quality to plan and attain the material needed to meet timely production goals.

### **Essential Functions:**

- Researches potential vendors and new products.
- Compares, evaluates and negotiates offers from suppliers.
- Tracks orders and ensures timely delivery.
- Reviews quality of purchased products.
- Enters and maintains updated records of purchased products, delivery information and invoices.
- Prepares reports on purchases, including cost analyses.
- Monitors stock levels and places orders as needed.
- Planning and scheduling production of stocked finished products and components.
- Uses forklift, pallet jack and order picker and similarly related equipment to move, prepare and stage inventory for ensuring assembly builds.
- Works with all departments to maintain inventory accuracy and integrity.
- Planning and prioritizing operations to ensure maximum performance and minimum delay.
- Assists with reviewing quality control inspections for assembled products marked for outbound delivery. Conducts quality control audits on finished goods, documents and reports results.
- Engages with Marketing and Sales to retire underperforming products and related inventory items.
- Proactively identifies potential supply chain disruptions, provides daily status updates on all orders in backlog and resolve planning related issues to enable timely order shipment.
- Ensures bill of materials (BOMs) are correct and complete for stock builds and orders.
- Communicates order changes (date push outs, date pull ins, priority builds, qty decreases/increases, cancellations etc.) to affected groups.
- Participates in team meetings and process improvement initiatives so to meet metric goals.
- Attends training as determined by K&M/GNE.

### **Secondary Functions:**

- Maintains office appearance, safety and security.
- Assists with overflow work from other departments as needed.

### **Knowledge/Skills/Abilities:**

To perform this job successfully, an individual must be able to perform each essential responsibility satisfactorily. These requirements are representative, but not all-inclusive, of the knowledge, skill, and ability required.

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

- Ability to see a job through to completion and passion to believe in the quality you provide.
- Knowledge of and willingness to follow company policies.
- Honesty, dependability and unconditional ethics. Treats people with respect; works with integrity and ethically; upholds organizational values.
- Teamwork – Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback, Willingness to assist others.
- Take initiative to locate missing information or find possible solutions to an issue.
- Conduct themselves in a professional manner.
- Ability to communicate effectively, both orally and in writing, with a wide variety of internal and external customers/vendors.
- Adapts to changes in work environment; changes approach or method to best fit the situation; able to deal with frequent change.
- Ability to effectively multi-task, manage timetables, time requirements and deadlines.
- Ability to communicate effectively with internal and external customers.
- Ability to fluently speak, read and write English.
- Ability to lead and motivate people.
- Schedule and assign work to direct reports.
- Ability to maintain confidentiality.
- Ability to objectively and fairly measure the performance of subordinates and to take appropriate corrective action as indicated.

#### **Qualifications and Experience:**

##### **Required**

- High School diploma or equivalent
- 2+ years of materials management experience in a purchasing or planning role in a manufacturing environment, preferably in a process-oriented operations and/or related industry.
- Working knowledge and experience with MS Office and ERP Systems.
- Outgoing, Professional demeanor.
- Strong analytical and organizational skills.
- Solid PC skills, spreadsheet development abilities and working knowledge of designated software.
- Proven ability to manage multiple projects in a dynamic environment

##### **Preferred**

- BA/BS in Operations Management, Supply Chain Management, Supply Logistics/Planning, Economics, Statistics.
- Prior professional experience within an ISO 9001 certified organization.
- Experience working with International vendors and customers a plus.
- Valid Driver's license
- Proven negotiating skills

**Budgetary Responsibilities:** Has a non-budgeted spending authority per single transaction of \$250. Responsible for each production department's financial performance.

**Machines/Equipment:** In the general course of performing this job's duties a phone, headset, copier, printer, and personal computer will be used. In a warehouse related setting, you'll need to use a pallet jack, hoist, forklift equipment and an RF scanner.

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

- Frequently required to sit, use hands to handle objects, talk and hear.
- Frequent wrist and/or hand movement is required.
- Ability to lift up to 50lbs on a regular basis and up to 75lbs occasionally.
- Occasionally required to stand, walk, and reach with hands and arms.
- Frequent bending, twisting, stooping, reaching and lifting.
- Specific vision abilities required include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment:**

- **Office:**  
Office setting is climate controlled and the noise level is usually quiet to moderate.
- **Warehouse and Manufacturing:**  
Warehouse setting is partially climate controlled and the noise level is usually moderate. Employees may be regularly exposed to forklift, welding, Grinding, Gerber, CNC Machine Operations, Press Brake, Laser, etc. Will need to run forklift and other material handling equipment.

**Summary:** This job description is intended to convey information essential to understanding the scope of the position and it is not intended to be an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with the position.