

## **1.0 Position Summary:**

1.1 This position is responsible for supplier management and the quoting, sourcing and purchasing of raw materials, subcontracted WIP, and MRO for the Siren facility.

## **2.0 Reports to:**

2.1 General Manager

## **3.0 Direct Reports:**

3.1 None

## **4.0 Duties and Responsibilities:** Includes the following.

4.1 Represent the company in a professional manner to external and internal stakeholders.

4.2 Identify, select and qualify new vendors as required.

4.3 Create, submit and maintain request for quotes (RFQ's), purchase orders (PO's) and Returned Material Authorizations (RMA's) for raw materials, subcontracted items, and supplies required by the business.

4.4 Ensure all transactions are timely and accurately maintained in the ERP system.

4.5 Manage supplier deliveries, ensuring on-time receipts of materials that meet company quality requirements with acceptable lead times. Expedite PO's as required.

4.6 Maintain accurate information within the ERP system as it relates to source, supplier pricing, quantity breaks, lot size, lead time, and other required quantitative data.

4.7 Resolve discrepancies pertaining to, but not limited to the following: PO's, supplier invoices, quotes, RMA's, stock outs, inventory accuracy, and corrective action plans to resolve reoccurring discrepancies.

4.8 Identify and implement cost reduction opportunities where available and feasible.

4.9 Maintains and promotes a safe and clean working environment.

4.10 Other duties as beneficial to IMS.

## **5.0 Qualifications:** (Education, Training, Skills, and Experience)

5.1 High School Diploma or equivalency

5.2 2-5 years experience in similar capacity for plastic injection molding company including resin and production supplies required

5.3 Able to negotiate with suppliers in a diplomatic and assertive manner.

5.4 Clear and effective internal and external communication, written and verbal, to individuals and groups to exchange ideas and accurately convey detailed information.

5.5 Works collaboratively, as a team member, to suggest ideas and resolve issues in a positive manner.

- 5.6 Self-motivated with the ability to work productively with limited supervision
- 5.7 Ability to solve practical problems and deal with a variety of situations.
- 5.8 Proficient with Microsoft Office applications and capable of becoming quickly proficient with ERP and other IMS technology systems.
- 5.9 Promotes positive team spirit through words and actions; desire to be part of a team.
- 5.10 Willingness to continuously learn and be open to feedback to improve individual performance.
- 5.11 Verified personal and professional values aligning with IMS.
- 5.12 Verified experience operating in a fast-paced business experience with demonstrated effectiveness in a small company/location.

### **6.0 Travel Requirement**

- 6.1 None

### **7.0 Physical requirements**

- 7.1 To perform this job successfully, the team member must be able to perform each essential duty satisfactorily. At IMS, we strive to minimize the level of physical work needed to perform the job. The demands described here are representative of those a team member encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable team members with disabilities to perform the essential functions. Required demands include:
  - 7.1.1 Must be able to sit at desk for an eight-hour shift (with intermittent movement)
  - 7.1.2 See, hear, and communicate with sufficient capability to perform assigned tasks and maintain proper job safety conditions

### **8.0 Work Environment:**

- 8.1 The work environment for this position is a combination of office and manufacturing settings. As IMS is a manufacturer of products and supplies, the incumbent may be exposed to fumes and loud noise as common to any manufacturing setting tolerating some exposure to these workplace characteristics.

### **9.0 QMS Training Needs:**

- 9.1 Defined on the **QMS Training Matrix and Log (Q-5018)** and are outlined in the **QMS Training Procedure (QP-5004)**.
- 9.2 **Required Training:**
  - RP-7000 IMS Safety Training
  - Quality Policy and Objectives



## Purchasing Agent

- PP-4000 Corrective Maintenance
- PP-4001 Preventive Maintenance
- QP-5000 QMS Document Control
- QP-5004 QMS Training

*The duties of this position may change from time to time. IMS reserves the right to add or delete duties and responsibilities at their discretion. The job description is intended to describe the general level of work being performed. It is not intended to be all-inclusive.*

Department: 300 – Office	Job Code: PUR AG
Exemption Status: Exempt	Type: Full-time
EEO Code: Professional	WC Class Code: 8810
Benefits: General	