

Purchasing Agent/Buyer
Position Description

Department: Accounting	FLSA Status: Non-Exempt
Reports to: CEO	Date: 01/15/2019

Primary Function:

Administer and oversee all aspects of the procurement process by ordering material and services for government and commercial contracts in compliance with Company NQA-1 program, ASME, and other pertinent codes. Direct and coordinate activities of personnel engaged in purchasing materials, equipment, and supplies either personally or through subordinate Procurement Agents, Buyers, and Assistants.

Essential Duties and Responsibilities:

- Plan, organize, direct, and control activities related to assigned Procurement Group and their functions.
- Assist Procurement Management in preparing/revising procedures and instructions regarding the purchasing system.
- Identify future procurement requirements and advance identification of potential sources and the scheduling of acquisition at the lowest overall cost to Company giving appropriate consideration of just-in-time inventory, vendor pre-positioning of supplier-owned material, and other devices to reduce cost and risk to Company.
- Identify and develop qualified sources leading to the population of a Qualified and Approved Vendors List(s) and other bidders lists to assure adequate competition and lowest responsible pricing of Company procurements while maintaining the highest code of ethics and conduct.
- Establish supply chain relationships with competitively selected sources through traditional basic ordering agreements.
- Provide assistance to Business Development in the development of teaming agreements or other contractual cooperative arrangements.
- Provide professional leadership to ensure vendor/subcontractor and Company comply with contract terms and conditions, especially those with respect to quality assurance.
- Provide support and expertise to staff and management and prepare internal reports as required.
- Oversees all procurement acquisition activities and assigns requisitions to the appropriate personnel.

Promote and actively embrace the concept of a collaborative environment, with an emphasis on customer service, respect and candor. Safety is a cultural value and it must be promoted and enforced at all times.

Minimum Qualifications/Experience:

Bachelor's degree (preferably in a related field such as Business) or equivalent experience and/or training and five to six years in industrial and/or federal procurement.

Certificates, Licenses, and Registrations

National Contract Management Association (NCMA) or Institute for Supply Management (ISM) certification preferred, but not required.

Benefits

Medical, Dental, Vision, HSA, 401k, Accident, Critical Illness, Death/Funeral Benefit, Paid Vacation, Paid Holidays, Employee Scholarships, Dependent Scholarships, Tuition Assistance

Additional skills

To perform this job successfully, an individual should have strong working knowledge of Microsoft Office Suite, ability to learn additional software, and strong interpersonal skills. Ability to project a professional demeanor.

Must have excellent oral and written communication and negotiation skills. Working knowledge of U.S. Government and Commercial Regulations.

Other Qualifications

The physical demands and work environment 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.

Physical Demands

While performing the duties of this Job, the employee is regularly required to sit. The employee is occasionally required to stand and walk. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

Work Environment

The noise level in the work environment is usually quiet.