

**Job Description: Purchasing Clerk****Reports To: Materials Manager****Location: Mississippi**

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Process requisitions for supplies, researches products, clarify specifications, document competitive bidding, prepare purchase orders
- Follow up back orders/past due orders, expedite delivery of orders, and make special arrangements for delivery; communicate to the department and manufacturing line the expected delivery date
- Place orders utilizing computer, fax, telephone, etc.
- Maintain an up-to-date filing system on pricing and vendors to ensure immediate and accurate access to information
- Search out alternate vendors or suppliers before periods of shortages or stock outs
- Responsible for maintaining proper inventory levels for assigned product lines using MRP
- Reduce controllable inventory
- Provide updates on part shortages within one working day
- Verify purchasing lead times are accurate within system
- Confirm vendor PO's and add commitment dates
- Review negative inventory, research, and report to Materials supervisor for corrective action.
- Run late PO report and update system
- Meet with material review board team
- Attend daily production meeting
- Write work instructions
- Learn , participate and work as the 5S auditor for the materials team

ADDITIONAL RESPONSIBILITIES:

- Undertake specifically assigned projects relating to procurement and provide summaries, reports and recommendations as required.
- Supplier quality – work with manufacturing, quality and strategic sourcing to establish necessary action plans with vendors for improved quality
- Inventory turns – must have a thorough understanding of inventory turns/calculations and work directly with the materials manager to develop and execute plans to achieve goals
- On-time performance – work with the production supervisors to proactively address vendor stock outs to prevent late customer delivery.
- Work closely with materials management on special projects including but not limited to: inventory reduction, product improvement teams, acquisitions

CORPORATE OFFICE: 2016 Gees Mill Road, Suite 200, Conyers, GA 30013
ADDITIONAL LOCATIONS: JACKSON MS • PRYOR OK • WEIDMAN MI
888.994.7636 • FAX 888.864.7636 • unifiedbrands.net

- Perform other duties as assigned and be willing to cross training opportunities

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Proficient computer knowledge and legal aspects of purchasing. Oracle and Microsoft Office knowledge is a plus.
- Ability to communicate effectively by phone, in person, or through written communication
- Assimilate information to make decisions
- Ability to work under pressure in a detailed, organized manner
- Able to work in a team environment
- Pleasant and trustworthy with a cooperative attitude toward co-workers
- Good initiative and self-starter
- Able to work with minimal supervision

EDUCATION AND EXPERIENCE:

- A high school diploma or GED is required
- One to three years' experience as a buyer or any combination of experience, education, or training that would provide the level of knowledge, skill and ability required. MRP experience preferred.
- Knowledge of general business practices including accounting, manufacturing, materials planning, purchasing, and quality are required.

PHYSICAL REQUIREMENTS:

Type	Rarely 0 -12 %	Occasionally 12 – 33%	Frequently 34 – 66%	Regularly 67 – 100%
Seeing:				X
Hearing:				X
Standing/Walking			X	
Climbing/Stooping/Kneeling	X			
Lifting/Pulling/Pushing	X			
Fingering/Grasping/Feeling:			X	

WORKING CONDITION:

- General office environment with several hours daily in the manufacturing plant as needed.