

## **Purchasing/Inventory Control Specialist**

Reports to: Purchasing Manager/Stock Room Supervisor

### **Job Description:**

Responsible for attaining company and department goals. Works closely with Stockroom Supervisor in maintaining inventory levels. Assists Purchasing Manager in attaining pricing on inventory, truck maintenance, setting up freight, purchasing job related materials and hiring sub contractors to complete sign installations. Special projects will be assigned.

### **Qualifications:**

High School graduate with post high school education and/or work-related experience of at least five years in purchasing or related field. Must possess excellent people, telephone and computer skills. A current driver's license with a good driving record required.

### **Physical Working Conditions:**

This position is 50% office work and 50% assisting stockroom in completing department duties and goals. Position does require some lifting, normally 50 lbs or less.

### **Work Schedule:**

Regular workweek consists of Monday-Friday 7:00am-4:00pm. Overtime weeks will consist of up to 50hrs/wk. Schedules will vary. Inventory counts are scheduled throughout the year with occasional Saturday/Sunday work required.

### **Wages:**

Based on prior work history. 90-day probationary period. First evaluation with wage increase will follow the probationary period and then on an annual basis falling on anniversary date. Evaluations are subjective based on direct responsibilities listed in the job description and measured by benchmarks set by the Purchasing Manager. Company benefits will be reviewed during the first interview.

### **Direct Responsibilities:**

- Set up subcontractors for sign installations
- Assist in negotiating pricing
- Inventory Control
- Data Entry
- Assist Stockroom Supervisor in maintaining inventory levels
- Set up freight for outbound shipments

- Assist in training Stockroom Supervisor and Stockroom Attendant
- Maintain MSDS files
- Assist in maintaining fleet maintenance and repairs
- Complete special projects on a timely basis
- Correct purchase order discrepancies
- Purchase inventory and job related materials
- Maintain Product/Vendor information
- Set-up and maintain purchasing databases
- Assist Purchasing Manger/Estimator in providing accurate pricing

As experience develops, the above responsibilities may be changed and/or expanded

General:

The Purchasing Inventory Control Team Member will enforce and provide positive leadership by example in complete support of Company policies, procedures and culture.