

HARPER INTERNATIONAL

POSITION DESCRIPTION

The Position Description is the tool used by Harper International to communicate and clarify the essential job functions, establish the basis for performance expectations, and identify training needs for each position.

Part I - Reporting Structure

Date of last revision: June, 2009

Department: Purchasing

Job Title: Purchasing Specialist/Senior Purchasing Specialist

Reports To: Purchasing Manager

Status: Exempt

Completed By: HR

Part II – Position Objective

Negotiate with suppliers, interface with manufacturing and engineering personnel, purchase various supplies, services, and equipment. Maintain MRP information systems.

Part III – Job Responsibilities

Essential Duties

1. Select appropriate vendors/suppliers, negotiate prices, and purchase parts and materials by effectively communicating all necessary information.
2. Review requisitions, drawings, and all applicable specifications prior to requesting quotes to ensure proper ordering of parts and materials.
3. Utilize ERP system to order, track, and manage receipt of goods.
4. Review historic cost information and current budgetary constraints prior to quoting.
5. Participate in the development of specifications for equipment, products, or substitute products/materials.
6. Develop and maintain positive working relationships with vendors/suppliers.
7. Frequently review budgetary requirements against purchases, quotes, etc... to ensure department stays within budgetary constraints
8. Work with other departments to communicate purchasing timelines, order status, or to gain necessary clarification for ordering parts/materials.
9. Perform expediting tasks by following up with vendors to ensure PO's have been received and to confirm timeline for delivery, etc...
10. Assist Purchasing Manager by finding and developing new sourcing opportunities.

IV – Knowledge, Skills, Education

1. Bachelor's Degree in Supply Chain Management or related field or equivalent experience
2. 5+ years experience in strategic sourcing and vendor management in related industry (purchasing technical products) required.
3. Demonstrated experience with applying supply chain best practices to achieve targeted results.
4. Must have excellent communication and negotiation skills.
5. Must have experience with materials requirements planning (MRP) logistics and supply chain software, as well as experience with Microsoft Office software.

6. Must have experience with managing material resources
7. Must have ability to evaluate technical commodities.
8. Ability to read blueprints a plus

V - 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.

While performing the duties of this job, the employee is regularly required to walk. The employee is frequently required to sit, use hands, reach with hands and arms, talk and hear. The employee is occasionally required to stand, stoop, kneel, crouch or crawl.