

JOB DESCRIPTION TEMPLATE

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|--------------------------|---|-------------------------|---|
| Job Title: | Business Progress Department Associate | Job Category: | Hourly |
| Role: | Purchasing | Reports to: | Business Progress Department-Group Head |
| Department/Group: | Business Progress Department | Travel Required: | None |
| Location: | Morristown | Position Type: | Full-Time |
| Physical Demands | See attached document (Doc#26) | | |
| Education: | Associates Degree in business preferred, but not required | | |
| Experience: | 1 to 3 years in purchasing preferred | | |

General Description/Position Summary

Expected to collect and record date, request quotes for supplies, and interact with the vendors. Price reduction should be part of your quoting process. Once quotes are received, one will review requisitions or Kanban and create a purchase order for that purchase. Once approved one will send purchase order to vendor. This should be accurate and in a timely manner.

Job Description

ESSENTIAL JOB DUTIES

- Create purchase to order Kanban items needed by facility
- Review and convert JARF's to purchase orders in a timely fashion
- Prepare monthly blanket purchase orders for vendors
- Request quote and lead times from vendor through email
- Glove orders for MFG at Morristown and Kodak
- Follows up with vendors on delivery status or parts discrepancies
- Revise purchase orders for finance and accounting when needed
- Multi-task and change task in a fast pace environment
- Maintain safety, ISO 14001 standards, as well as follow standard work for job given
- Multi-quote vendors for best option
- Willing to train and perform on multiple jobs
- Negotiate price quotes with vendors
- Retrieve purchase orders for items received, to turn into finance and accounting
- Other duties as needed

KNOWLEDGE, SKILLS & ABILITIES

- Supportive of company policies
- Be able to maintain items with confidentiality
- Perform your job to best of your ability, without supervision
- Perform work that is accurate in clerical duties
- Be flexible and able to change jobs when needed
- Able to do forms of addition, subtraction, divide, and multiply numbers for records and reports
- Must be able to operate office machines (copier and scanners) when needed

- Must be professional and polite with vendors even in a hostile and/ or stressful situation
- Help develop information for the inventory tracking system
- Willing to work in an open office setting
- Able to carry out instructions given, written or verbal.
- Must be flexible to work extra hours or days if needed

PERSONAL CHARACTERISTICS

- Patient
- Calm natured
- Able to manage stress
- Reliable
- Honest
- Confidential
- Good work ethic
- Multitask

ADDITIONAL NOTES

Work Environment – While performing the duties of this job, the employee is frequently exposed to work near mechanical parts, toxic or caustic chemicals and risk of electrical shock. The employee is occasionally exposed to fumes or airborne particles, extreme heat (non-weather) and vibration. The noise level in the work environment is usually moderate.

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| Reviewed By: | | Date: | |
| Reviewed By: | | Date: | |
| Approved By: | | Date: | |
| Approved By: | | Date: | |