

**Job Title: Purchasing & Planning Team Member**

**Department: Purchasing & Planning**

**Supervisor: Purchasing Manager**

**FLSA: Exempt Job Status: Full-Time**

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**Job Duties & Responsibilities:** Include the following, as well as other duties that may be assigned.

We're looking for a high-energy, high-performing member to join our team as a Purchasing & Planning Team Member. If you have great project management skills, are very organized, flexible, and adaptable to a quickly growing business, then this is the role for you. Capable of managing several projects, you must enjoy variety and demonstrate high levels of organization while prioritizing your workload to meet deadlines and key objectives. Excellent attention to detail and high level of accuracy are a must as is the ability to communicate effectively with all teams and departments.

In this multi-faceted, foundational role, you will work cross functionally, allowing for exposure across the business. This role is integral to delivering on our promise to our customers to provide "That's Exactly What I Wanted" experience.

**What You Will Be Doing:**

- Negotiate best vendor terms, pricing and delivery based on specific budget and schedule requirements.
- Maintain and track pricing in the system. Review invoices, investigate and resolve any errors/discrepancies.
- Personally conduct or direct negotiations with vendors on rejections, disposition and adjustment of purchased materials not meeting specifications.
- Ability to identify multiple projects and prioritize them in order to meet required deadlines. Can take existing project information and align others effectively within the department to achieve desired results.
- Follow environmental and safety regulations and acts in compliance with US laws and complies with corporate guidelines on business ethics.
- Assesses vendor capabilities, develops sources and evaluates vendor performance.
- Work closely with Receiving Department to ensure proper supplies arrived.
- Work closely with Quality Control and supplier to reduce quality issues. Find solutions to quality problems found on items.
- Ability to build customer relationships and create solutions to critical business needs.
- Backup for planning (scheduling)
- Responsible for spreadsheet management of glass and other products.
- Full or Partial PW
- Daily orders as needed
- View materials flagged for Check – Sales Order
- PW (scheduling)
- Purchase order discrepancies
- M-D order

- QC pallet order
- Check RO's
- Check BPO's and spreadsheet
- Ensure SPCLMAT and WSP numbers have standard cost entered.
- Outstanding purchase order status
- VISA-PNC
- Hold-Up report
- SDS and TDS (Quality)
- Work company defined hours and extra hours if needed (regular and predictable attendance).
- Other duties as assigned.

**Qualifications:** Must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education & Experience:** Minimum College degree in Business Field or equivalent training and experience. Computer literate, Microsoft Office (with proficiency in Excel)

**Knowledge and Competencies:** The following key competencies represent qualities, traits, and behaviors that a successful employee will exhibit. This list is not exhaustive, as other qualities, traits and behaviors are desired:

- Analytical – ability to process data to make informed decisions and plans.
- Problem solving and resourcefulness – drive to figure out solutions to problems that arise and use available resources to overcome roadblocks.
- Excellent communication ability to follow through on requests for information and select appropriate responses; good listening skills, paying attention to others' communications to ensure understanding; seeking input and showing a genuine interest in others' opinions, facilitating, and sharing information within department and across departments.
- Positive/optimistic – Can do, make things happen attitude, excellent communication skills (both written and oral) and ability to follow through on requests for information and select appropriate responses (remain calm under pressure).
- Ability to be adaptable and change direction when the situation requires.
- Ability to listen and interpret the needs of internal and external customers. Resolve internal and external issues with sensitivity and cooperation.
- Team based focus (jumps in to help team to make sure customer needs are being met).
- Well organized and high attention to detail.
- Ability to use sound judgment and decision making when supervisor is not available.

**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 function.

Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Individuals may need to sit or stand as needed (this position is sedentary).

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

