



Weldon Machine Tool, Inc.

Job Description

Position: **Purchasing Agent**

Exempt: Non-exempt: X

XXX

April 7, 2022

No. 1.2005

Supercedes: None

Date of Hire: XXX

1.0 JOB DESCRIPTION SUMMARY

The basic functions of the Purchasing Agent are to plan, coordinate, manage and perform, all activities related to the flow of materials and parts to the Assembly and Customer Service Departments to meet the company's established objectives. This includes the purchasing function, and control of the parts inventory. This position is also responsible for all shipping and receiving activities.

2.0 POSITION QUALIFICATIONS

The person in this position must have excellent organization, analytical and problem solving skills. He or she must be able to communicate effectively with vendors and employees at all levels. He or she must be disciplined and goal oriented, and with a good understanding of the concepts of inventory control. The ability to learn the technical materials requirements for Weldon Machine Tool, Inc. is essential. Planning, scheduling and negotiating skills are also essential.

3.0 REQUIREMENTS

To perform this job successfully, an individual must be able to perform all areas outlined for this position in a satisfactory manner. The items listed below are representative of the skills, knowledge and /or abilities necessary to meet the minimum job requirements. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

3.1 Education

Required: High School Diploma with additional technical training related to manufacturing or mechanical engineering.

Preferred: Bachelor Degree in Manufacturing or Mechanical Engineering.

3.2 Licensing / Registration / Certification

Required: Valid driver's license.

Preferred: Same as required.

3.3 Experience

Required: At least 3 years of responsibility for purchasing or inventory control activities in a manufacturing environment, with at least two years of successful project management experience.

Preferred: Same as required with responsibility for both purchasing and inventory control activities.

3.4 Skills / Knowledge / Abilities

3.4.1 Must be able to read the company's and vendors' engineering drawings.

3.4.2 Must be able to effectively source materials and parts to achieve strict deadlines.



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- 3.4.3** Must have the ability to understand the company’s assembly process and how the material must be manufactured in order to meet the required tolerances and intended usage.
 - 3.4.4** Must be computer literate and have the ability to learn the company’s job control and scheduling systems, with training.
 - 3.4.5** Must have the ability to work against and meet strict deadlines.
 - 3.4.6** Must be able to work on multiple projects simultaneously. The Purchasing Agent must be able to switch from one project to the next and back with little or no reorientation necessary.
 - 3.4.7** Must be able to drive a forklift to load and unload trucks as well as move materials throughout the plant.
- 3.5 Physical**
- 3.5.1 Body Positions**
Sitting, standing and walking.
 - 3.5.2 Body Movements**
Must have a full range of body movements including the use of hands and fingers, bending, squatting, crouching and reaching over head. Must have the agility to negotiate office and manufacturing areas and be able to climb a ladder to reach items stored on shelves. Must be able to lift at least 50 pounds.
 - 3.5.3 Senses**
Must have the full use of eyes, including close vision, the ability to adjust focus and the ability to see and differentiate patterns.
- 3.6 Mental**
- 3.6.1 Mathematics**
Must be able to understand and perform the complex processes and equations necessary to perform cost analysis and to negotiate prices.
 - 3.6.2 Language**
English proficiency, both verbally and in writing, to communicate effectively with customers, vendors and other employees.
- 3.7 Working Conditions**
- Work will be primarily at the company office and plant, but will occasionally require travel and work at a vendor’s location. Occasional out of town travel is required, may require air travel and driving by automobile.



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Eight to ten hour workdays are expected during the week, beginning at 7 AM, with additional hours required as the workload and customer schedules dictate. This position deals with specific goals and strict deadlines and may be stressful.

4.0 REPORTING RELATIONSHIPS

The Purchasing Agent reports directly to the Production Manager.

5.0 AUTHORITY and ACCOUNTABILITY

5.1 Authority

The Purchasing Agent has the necessary authority to successfully accomplish the duties and responsibilities of the position.

5.2 Accountability

The Purchasing Agent is directly accountable to the Production Manager for the accomplishment of all responsibilities and duties assigned.



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PERFORMANCE EVALUATION

Evaluation of the Purchasing Agent’s performance will be made by the Production Manager once each year based on the responsibilities, duties, and other performance criteria outlined below. Rating will be on a scale of 1 to 5, with 1 representing the poorest performance and 5 representing excellent performance. A tally and total performance score is provided as part of the Evaluation Report.

6.0 RESPONSIBILITIES AND DUTIES

The primary responsibilities of the Purchasing Agent consist of, but are not limited to the following:

	Performance Rating
6.1 Work with the Production Manager to maintain the Bills of Material (BOM) in the M2M job control system. This includes reviewing the M2M BOM and the drawing, as appropriate, to discover discrepancies.	
6.2 Negotiate prices, and place orders with qualified vendors for all shop supplies and parts (except machine controls), as required by the production schedule and inventory levels. Ensure that orders are placed and delivery scheduled at appropriate times, taking into account product availability.	
6.3 Prepare and issue purchase orders in accordance with established policy. Ensure that the purchase order system is maintained timely and accurately.	
6.4 Expedite orders, as necessary, to ensure that all necessary parts are at the right place at the right time.	
6.5 Maintain the list of qualified or “approved” vendors, so that proper sources can be selected.	
6.6 Monitor and document vendor performance against established standards.	
6.7 Continually search for new sources of supply for repetitively purchased items and services. Qualify new vendors, as needed.	
6.8 For both cost estimating and purchasing purposes, confer with vendors to obtain product or service information such as price, availability and delivery. Locate sources for new parts, as required.	
6.9 Investigate defective or unacceptable materials or parts to determine the source of problems and take corrective action. Coordinate quality issues with the Production Manager and Engineering Manager.	
6.10 Create internal jobs to manufacture component parts and subassemblies.	



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<p>6.11 Ensure that the inventory is organized and labeled and properly recorded. This includes labeling locations, labeling parts with company part numbers and properly recording all pertinent information in M2M.</p>	
<p>6.12 Analyze usage levels, quantities on hand and purchasing lead times to determine the optimum inventory levels for production parts. Work with the Customer Service Manager to determine optimum inventory levels for service parts. Ensure that production requirements are being met while keeping inventory at minimum levels.</p>	
<p>6.13 Maintain control of the issuance and distribution of inventory items to jobs. Perform all associated tasks, as necessary. Work with the appropriate functional managers to develop and implement methods to ensure the accurate and timely recording of inventory activity.</p>	
<p>6.14 Receive all shipments of parts and shop supplies, both for inventory and for specific jobs. Ensure that the material received meets specifications and that the necessary paperwork is processed timely and accurately. Also ensure that any discrepancies from the purchase order and packing list, as well as physical damage, are noted and reported according to established procedure.</p>	
<p>6.15 Schedule shipments, both domestic and international as applicable. Communicate with the outside transportation companies to ensure on-time delivery to the customer. Prepare all necessary documentation for the shipment. This includes small package and express shipments.</p>	
<p>6.16 Ensure the products shipped are accounted for timely and accurately. Document all shipments and complete shipping lists where applicable.</p>	
<p>6.17 Attend the weekly production meetings to ensuring that participants communicate all pertinent information needed to maintain and update schedules and effectively use the available resources.</p>	
<p>6.18 Perform all other duties deemed appropriate by the Production Manager.</p>	

7.0 OTHER PERFORMANCE CRITERIA

<p>7.1 Planning and time utilities</p> <p>7.1.1 Consistently show the ability to recognize and deal with priorities.</p>	
<p>7.1.2 Make the best use of time to complete projects and duties on schedule.</p>	
<p>7.2 Initiative</p>	



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7.2.1	Recognize both the strengths and the areas that need development in his or her area of responsibility; take action to augment one and offset or correct the other.	
7.2.2	Recognize and perform tasks that need to be completed, even though they may not be directly assigned; works well as a team member.	
7.3	Attendance and reliability	
7.3.1	Do not abuse ability to take unscheduled time off when necessary.	
7.3.2	Be punctual at all times.	
7.3.3	Complete all obligations; do what has been committed.	
7.3.4	Safeguard and protect all company assets in his or her care.	
7.3.5	Maintain a well-groomed, professional appearance appropriate for the position and situation.	
7.4	Judgment and decision-making	
7.4.1	Make decisions in a timely manner.	
7.4.2	Take all opinions and suggestions under advisement before making decisions of major proportion, while assuming full weight of the decisions themselves.	
7.4.3	Demonstrate good judgement in safeguarding customer, company, and vendor and employee information.	
7.4.4	Demonstrate good judgement in investigating and solving problems.	
7.5	Relationships with others	
7.5.1	Maintain a cooperative working relationship with customers, vendors and all other company employees.	
7.5.2	Handle difficult situations tactfully.	



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