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| **Job Title:** | Purchasing/Inventory Specialist | | | | **Reports To:** | Plant Manager | |
| **Department**: | | Administration | **Exempt/Non-Exempt:** | | | | Non-Exempt |
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| **JOB SUMMARY:** | | | | | | | |
| The Purchasing/Inventory Specialist supports the organization's procurement and inventory control operations through data entry, order processing, and inventory monitoring activities. This position works under direct supervision to maintain accurate records and assist with basic purchasing and inventory management functions. | | | | | | | |
| **ESSENTIAL FUNCTIONS & RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required.* | | | | | | | |
| * Process routine purchase orders using established systems and procedures * Input and maintain inventory data in company database * Conduct regular cycle counts of inventory items * Check incoming deliveries against purchase orders for accuracy * Track order status and maintain order documentation * Update inventory records as items are received or distributed * Assist with organizing and maintaining storage areas * Prepare basic inventory reports using standard templates * Communicate with vendors regarding routine order inquiries * Alert supervisors of low inventory levels or discrepancies * File and maintain purchasing and inventory documentation * Process NCMR’s, RMAs, supplier/vendor returns * Performs other related duties as assigned. | | | | | | | |
| **SUPERVISORY RESPONSIBILITIES:** | | | | | | | |
| This position does not have any supervisory responsibilities. | | | | | | | |
| **EDUCATION AND EXPERIENCE:** | | | | | | | |
| * High school diploma or equivalent required * Associate's degree in Business, Supply Chain, or related field preferred * 1-2 year of relevant experience * Internship or volunteer experience in related field beneficial | | | | | | | |
| **REQUIRED SKILLS/ABILITIES:** | | | | | | | |
| * Basic proficiency in Microsoft Office Suite, particularly Excel * Fundamental math skills for inventory calculations * Ability to learn and operate inventory management software * Strong attention to detail and accuracy * Basic written and verbal communication skills * Time management and organizational abilities * Capacity to follow standardized procedures * Team-oriented work approach * Basic problem-solving skills * Valid driver’s license, clean driving record * Ability to operate a forklift, skid steer, and basic material handling equipment | | | | | | | |
| **PHYSICAL REQUIREMENTS:** | | | | | | | |
| * Able to lift and carry up to 25 pounds regularly * Standing and walking for periods of up to 4 hours * Bending, reaching, and stooping to handle materials * Manual dexterity for computer work and handling items * Visual acuity to read computer screens and documents * Ability to wear required personal protective equipment | | | | | | | |
| **WORK ENVIRONMENT:** | | | | | | | |
| * Combined office and warehouse setting * Exposure to typical warehouse conditions including varying temperatures * Regular use of standard office equipment * Operation of basic material handling equipment after training * Monday through Friday schedule with occasional overtime as needed * Fast-paced, team-oriented environment * Exposure to moderate noise levels | | | | | | | |
| *I acknowledge that I have read, understand, and agree with the contents of this position description. I agree to use my best efforts to fulfill all expectations of the position. I also acknowledge that I am an at-will employee.*  *This job description does not necessarily list all the functions or accountabilities of the job. Employees may be asked by management to perform additional duties and tasks. Management reserves the right to revise and update job descriptions at any time.* | | | | | | | |
| **Employee Signature:** | | | | **Date:** | | | |
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| **Supervisor Signature:** | | | | **Date:** | | | |
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