

Position Description

Buyer I

Date: April 2024

Classification: Non-Exempt

Reports To: Production/Planning Manager

Position Purpose: Entry-level role that supports the purchasing and material needs of the organization. Position will be responsible for the bid process, review pricing and make recommendations that support the financial needs of the organization.

Organization Relationships: This position reports to the Production/Planning Manager and will interact on a regular basis with production, purchasing staff and management. This position works cooperatively with other organization staff.

Principal Accountabilities/Essential Functions:

- Responsible for the preparation of bid specifications, receive and review bids and purchase commodities as assigned applying sound financial review and analysis.
- Collaborate with department managers and other material and purchasing colleagues to ensure successful completion and delivery of operational needs.
- Participate in the maintenance and adherence to efforts by the company to reduce and eliminate any unnecessary cost overruns on purchased parts.
- Prepare purchase orders and send copies to suppliers and to departments originating requests.
- Respond to customer and supplier inquiries about order status, changes, or cancellations
- Prepare, maintain and review purchasing files, reports and price lists bringing questions to senior level staff members for timely resolution.
- Responsible for tracking the status of requisitions, contracts and orders, and following up on outstanding shipments, escalating concerns as needed.
- Provide general monitoring of in-house inventory movement & transfers including accurate submission of all required paperwork.
- Prepare request for quote forms and distribute them to supplier firms or for public posting.
- Current working knowledge of purchasing, pricing and production processes, quality controls, and cost practices.
- Attendance is an essential function of this position.
- Performing all other duties as assigned.

Qualifications:

Continental Hydraulics Inc. / Hydreco Inc. 4895 12th Avenue East, Shakopee, MN 55379

952.999.9346 • michaeld@conthyd.com

www.continentalhydraulics.com • www.hydreco.com

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/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to pass a Criminal Background Check {if applicable per company policy}
- Current driver's license along with a good driving record and valid insurance, if applicable

Education and Experience:

- Associate of Arts degree
- Preference given to candidates with Bachelor of Arts Degree
- Minimum of one year prior purchasing or inventory control experience
- Preference given to candidates with prior working experience with MRP/ERP systems.
- Preference given to candidates with understanding of lean manufacturing principles

Language Skills:

- Clear and concise written, verbal and interpersonal communication skills that produce desired results.
- Ability to effectively present information and respond to questions from internal and external customers which includes program staff, managers, clients, regulatory agencies and vendors.
- Capable of reading and interpreting information, such as reports, general correspondence and government regulations, with the ability to share with others as needed.
- Ability to use personal computer and standard business and other work-related software with minimal instruction.

Mathematical Ability:

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, fractions and decimals.

Mental Essential Functions and Reasoning Ability

- Proven active listening, decision-making and customer service abilities.
- Intermediate analytical, research, deductive reasoning and decision-making abilities.
- Ability to work and prioritize independently with the capacity to collaborate with others.
- Strong time and organizational abilities with the ability to seek assistance in a professional manner.
- Manage multiple projects simultaneously with minimal supervision while maintaining attention to detail.
- Capable of demonstrating an understanding of and being sensitive to serving a culturally diverse population.
- Demonstrated ability to learn and apply newly acquired skills, knowledge and feedback.
- Ability to maintain confidentiality and comply with professional ethics and standards.



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.

- While performing these duties the person is regularly required to walk, stand, sit, bend, climb stairs, kneel, or crouch and successfully demonstrate the ability to write and use a computer, operate electronic devices and operate a variety of hand and power tools.
- Employees in this position may need to regularly lift at least 10 lbs. and up to 50 pounds occasionally and may need to exert themselves while performing the above-mentioned duties.
- Perform a variety of physical labor including climbing ladders, bending, kneeling, reaching and standing for long periods of time. Also includes being able to lift boxes, tools, equipment and materials.
- Ability to drive a car and travel worksites. Employee will be reimbursed mileage according to corporate reimbursement schedule if using a personal vehicle.
- Reasonable accommodations will be made as needed to assure staff is safe. Assistance will be provided if employee is unable to complete a task.

I acknowledge that I have received a copy of the above position description and have reviewed and understood it.

Staff Signature

Date

Staff Printed Name

Date

Supervisor Signature

Date