

Job Posting
Buyer/Procurement I
Tuscaloosa, AL

Main Objective:

The Buyer/Procurement I is responsible for interpreting engineering drawings, calculations, bills of material, and specifications in order to procure needed raw materials to support fabrication. Must compile and maintain records of business transactions and office activities of the organization. Responsible for performing all job duties in accordance with applicable work instructions and standards.

Reports to:

Procurement Manager

Key Responsibilities and Expected Results –

- Review documentation and inquire materials needed.
- Confers with vendors to obtain product or service information such as price, availability and delivery schedule.
- Prepare request for quotes and procure needed materials based on criteria established by SHECO (factor of price, lead time, supplier performance.)
- Copies data and compiles records and reports.
- Purchases supplies to support both the office and shop.
- Performs data entry of purchase orders.
- Sends purchase orders to vendors.
- Assists other departments when required.
- Reviews requisitions.
- Prepares purchase orders or bid requests.
- Expedite and receives material status reports.
- Contacts vendors with discrepancies with quantity and quality.
- Interfaces with all departments and resolves problems and issues as necessary.
- Provide copies of SDS on any chemical or household items as necessary to the designated Safety person.
- Respectfully maintain effective working relations with co-workers at all times

The foregoing is an outline of key responsibilities and expected results. Due to changing circumstances and SHECO/WACHE's desire to constantly improve systems and processes, you may be required to work and perform other duties deemed to be within your capacity.

PERSON SPECIFICATION

Education

High School Diploma or Equivalent

Experience

- Ability to work without supervision and as a team member.
- Highly motivated, results oriented and ability to multi-task
- Intermediate computer skills

Knowledge & Skills

- Basic understanding of heat exchanger terminology
- Fundamentals of manufacturing processes and safety
- Ability to work with and apply mathematical concepts
- Strong interpersonal and communication skills

SAFETY

All employees are expected to adhere to company safety rules.