



Job Description Procurement Associate

Department: Materials Management
Reports To: Purchasing Manager
Classification: Non-exempt (Hourly)

Job Summary:

Provides administrative support to the Purchasing Manager. Responsible for daily communication with vendors, sales and accounting to ensure accurate timely information between all departments.

Essential Functions and Responsibilities:

- Respond to customers & supplier inquiries about order status, changes or cancellations.
- Gather information for quotes.
- Issue purchase orders.
- Assist with inventory management
- Manage all documentation to maintain approved supplier status per ISO and accounting guidelines.
- Perform other duties as assigned.

Job Qualifications:

- High school diploma required; Associates or Bachelors degree preferred
- Administrative Assistant work experience strongly preferred; experience with purchasing support desired
- Experience with Microsoft Office Suite programs, Internet applications, and database applications.

Knowledge, Skills and Abilities:

- Excellent interpersonal skills and ability to communicate effectively at all levels of the organization
- Strong organizational skills and attention to detail
- Outstanding computer skills
- Ability to coordinate a high level of activity under a variety of conditions and constraints
- Ability to handle sensitive information in a confidential manner
- Ability to follow all company policies and procedures

Physical & Environmental Requirements

- Physical activity for extended periods of time such as computer work/keyboarding, filing, reaching, twisting, sitting and standing.
- Extensive telephone use
- Some exposure to machinery and loud noise

Authority:

All employees at this facility have responsibility and authority to note areas of product or customer issues and bring it to management's attention.

Employee Acknowledgement

I acknowledge that I have reviewed this job description and I understand and can perform the essential functions and other requirements of the position, with or without accommodation. I agree that if there is anything in the job description that I do not understand, I will seek clarification from my supervisor or the Human Resource Manager. I understand that Capital Steel & Wire. has the right to revise this job description at any time. I acknowledge that Capital Steel & Wire is an at-will employer which means that either I or the company can terminate the relationship at any time. This job description does not supersede the at-will status and does not constitute an employment contract for any specified period of time.

Employee Name: _____ Signature _____ Date _____

Supervisor or HR Name: _____ Signature _____ Date: _____