

## **Patterson Pump Co**

### **Purchasing Agent**

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**Department:** Purchasing

**FLSA Status:** Exempt

**Grade/Level:**

**Job Type:** Regular

**Work Schedule:**

Monday - Friday 8:00 a.m. - 4:30 p.m. Additional hours if needed.

**Job Status:** Full Time

**Reports To:** Purchasing Manager

**Amount of Travel Required:**

**Positions Supervised:** None

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#### **POSITION SUMMARY**

Purchase commodities in support of production, coordinate delivery of essential goods in support of production, expedite all products as dictated by schedule, initiate and coordinate inbound shipping from port to port and domestic locations.

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#### **ESSENTIAL FUNCTIONS**

##### **Reasonable Accommodations Statement**

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

##### **Essential Functions Statement(s)**

- Purchase various commodities required to manufacture product, purchase consumables, and maintenance products.
- Work within budgets.
- Be able to source product.
- Negotiate with suppliers for optimum price and delivery.
- Coordinate movement of goods to and from outside processors.
- Review job shortage reports and expedite as required to meet production schedule.
- Must have a good understanding of how purchasing works with other department.
- Keep inventories at required levels.
- Comply with ISO Standards.
- Comply with established safety policies and procedures. Wear required Personal Protective Equipment as directed. Use appropriate tools designed for their specific job tasks. Provide feedback related to hazard assessments and/or accident investigations.
- Act in accordance with Patterson's Company policies (ex. Harassment, Equal Employment

Opportunity, Ethics, etc.).

## **POSITION QUALIFICATIONS**

### **Competency Statement(s)**

- Accountability - Ability to accept responsibility and account for his/her actions.
- Analytical Skills - Ability to use thinking and reasoning to solve a problem.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Self Motivated - Ability to be internally inspired to perform a task to the best of ones ability using his or her own drive or initiative.
- Goal Oriented - Ability to focus on a goal and obtain a pre-determined result.
- Financial Aptitude - Ability to understand and explain economic and accounting information, prepare and manage budgets, and make sound long-term investment decisions.
- Ethical - Ability to demonstrate conduct conforming to a set of values and accepted standards.
- Competitiveness - Willingness to strive to get ahead or to finish projects.
- Business Acumen - Ability to grasp and understand business concepts and issues.
- Ambition - The drive to achieve personal advancement.

## **SKILLS & ABILITIES**

**Education:** High School Graduate or General Education Degree (GED): Required  
Associate Degree (two-year college or technical school) Preferred, Field of Study: AA  
Business Administration or equivalent  
Bachelor's Degree (four-year college or technical school) Preferred, Field of Study: BA  
Business Administration or equivalent

**Experience:** 3 plus years of experience in Purchasing

**Computer Skills:** Microsoft Office and Syteline.

**Certifications &  
Licenses:**

**Other Requirements:** Must be able to read blueprints.

## **PHYSICAL DEMANDS**

**N (Not Applicable)** Activity is not applicable to this position.

<b>O (Occasionally)</b>	Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
<b>F (Frequently)</b>	Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
<b>C (Constantly)</b>	Position requires this activity more than 66% of the time (5.5+ hrs/day)

### Physical Demands

Stand	O
Walk	O
Sit	O
Manually Manipulate	O
Reach Outward	O
Reach Above Shoulder	O
Climb	N
Crawl	N
Squat or Kneel	O
Bend	O
Grasp	O
Speak	F

### Lift/Carry

10 lbs or less	O
11-20 lbs	N
21-50 lbs	N
51-100 lbs	N
Over 100 lbs	N

### Push/Pull

12 lbs or less	O
13-25 lbs	N
26-40 lbs	N
41-100 lbs	N

### Other Physical Requirements

- Vision (Near, Distance, Color, Peripheral, Depth)
- Sense of Sound - Normal
- Sense of Touch
- Ability to wear Personal Protective Equipment (PPE) - Eye and ear PPE.

### WORK ENVIRONMENT

Office environment. At times, may walk through the manufacturing and inventory areas.

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The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.