

Patterson Pump Co

Purchasing Specialist

Department: Purchasing

FLSA Status: Non-Exempt

Grade/Level: 5

Job Type: Regular

Work Schedule:

Monday - Friday 8:00 a.m. - 4:30 p.m.

Job Status: Full Time

Reports To: Purchasing Manager

Amount of Travel Required:

Positions Supervised: None

POSITION SUMMARY

Purchase various commodities, evaluate inventory levels, process routes for all product lines. Coordinate acknowledgements and deliveries for purchase orders and monitor deliveries of these items. Coordinate any orders in Sharepoint.

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)

- Monitor and coordinate products to supply production.
- Place Purchase Orders per job and from APS.
- Arrange logistic requirements.
- Review orders for price and delivery accuracy.
- Advise production of deliveries that do not meet acknowledged ship dates.
- Evaluate inventory levels to determine order points
- Regular follow up of open Purchase Orders..
- 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.
- Accuracy - Ability to perform work accurately and thoroughly.
- Analytical Skills - Ability to use thinking and reasoning to solve a problem.
- Change Management - Ability to encourage others to seek opportunities for different and innovative approaches to addressing problems and opportunities.
- Decision Making - Ability to make critical decisions while following company procedures.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Ethical - Ability to demonstrate conduct conforming to a set of values and accepted standards.
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- Problem Solving - Ability to find a solution for or to deal proactively with work-related problems.
- Reliability - The trait of being dependable and trustworthy.
- Responsible - Ability to be held accountable or answerable for one's conduct.
- Risk Taker - Ability to take calculated risks or to stretch the limits of comfort zones.
- Self-confident - The trait of being comfortable in making decisions for oneself.

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

Experience: 2 plus years of experience in Purchasing Experience preferred

Computer Skills: Microsoft Office, Syteline and Sharepoint

Certifications & Licenses:

Other Requirements: Perform all other duties as required by supervision.
Overtime as required.

PHYSICAL DEMANDS

N (Not Applicable) Activity is not applicable to this position.
O (Occasionally) Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
F (Frequently) Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
C (Constantly) Position requires this activity more than 66% of the time (5.5+ hrs/day)

Physical Demands

Stand	O
Walk	O
Sit	F
Manually Manipulate	O
Reach Outward	O

Lift/Carry

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

Reach Above Shoulder	O	Over 100 lbs	N
Climb	N		
Crawl	N	Push/Pull	
Squat or Kneel	O	12 lbs or less	O
Bend	N	13-25 lbs	N
Grasp	O	26-40 lbs	N
Speak	F	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.

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.