

THERMOCHEM[®]

JOB DESCRIPTION

PURCHASING AND QA AGENT

Status: Non-exempt, full-time

Reports to: Engineering Manager

Summary of the Position

Under general supervision provides support in the areas of purchasing, and QA.

Duties and Responsibilities

- Move purchase requisitions through the Company process to convert into approved purchase orders to order materials, supplies, and services.
- Transmit purchase orders to suppliers, maintain project-specific procurement records, and follow up with suppliers as needed to ensure on-time delivery (*shop following*).
- Archive and collate Quality Assurance (QA) documentation for all ordered materials.
- Produce project-specific QA documentation packages on an as-needed basis.
- Track and report supplier performance to the Company, and continually maintain/develop and reliable network of suppliers.
- Maintain and review Company materials inventories and identify potential needs for restock.
- Review deliveries against orders and track status of all orders on a project-specific basis.
- Perform routine physical inventory checks to ensure product on hand is correct.
- Resolve non-supplied, under orders, over orders, damaged and otherwise goods requiring return.
- With guidance, document existing Company processes and procedures.
- Perform routine clerical duties in support of the Company.
- Adhere to all safety rules, guidelines, policies, and procedures in the Laboratory, Workshop and all other areas of the Company.
- Other duties may be assigned.

Education, Knowledge, Skills, and Abilities

Education/Experience: Any combination of education and experience providing the required skill and knowledge for successful performance would be qualifying. Typical qualifications would be equivalent to:

1. Possession of a Bachelor's or Associate's Degree

THERMOCHEM[®]

2. Three to five years of Supply Chain experience; demonstrated experience in purchasing, QA or related role; experience working in an ERP system

Knowledge: Very strong MS Excel skills are required; working knowledge of MS Office (MS Word, Outlook, projects, Visio). Experience working in an ERP system.

Skills: Ability to source and procure items based on technical inputs in a purchase requisition. Ability to manage a database of QA documentation and use that information to build project-specific documentation packages. Ability to write simple business and technical procedures and write/edit operation and maintenance manuals (with guidance). Excellent verbal and written communication skills.

Physical Requirements: This job will involve extended periods of sitting; repetitive motion with hands and extended use of keyboard and computer. Ability to lift 50 lbs.; this job will involve lifting, bending, twisting, reaching, walking, and standing; must adhere to attendance requirements as stated in the policy handbook.

Working Conditions: Standard office setting

Licenses: Possession of a valid class C motor vehicle operator's license, and willingness to use personal vehicle in the course of employment.

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required by their supervisor.