

 DOSAL TOBACCO		JOB DESCRIPTION			
Title:	Procurement Specialist			Revision:	01
Number:	JD-080	FLSA Status:	EXEMPT	Page:	1 of 3

SUMMARY

Responsible for the procurement of a wide range of commodities, products and services; preparing, soliciting and analyzing quotations, delivery terms and availability; negotiating cost(s); and conducting sourcing and support activities. This role ensures cost-effective purchasing, supplier reliability, material availability, and compliance with company policies while maintaining strong vendor relationships. Follows housekeeping, hygiene, sanitation, pest control, safety practices. Ensures that all activities are followed based on procedures, instructions, etc., as well as ISO 9001 requirements, and FDA, GMP, OSHA, & EPA regulations. This position reports to the Product Logistics Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Levels of Authority and Decision Making are indicated as follows: (1) May take action independently; (2) May take action but must advise supervisor and other respective stakeholders as needed; (3) Must receive approval/authorization before taking action.

General

1. Monitors and reports on all procedures, instructions, etc., as well as ISO 9001, FDA, GMP, EPA, etc. practices. (1)
2. Reports any potentially unsafe working conditions. (1)
3. Observes all safety practices and ensures that they are properly trained on such safety practices. (1)
4. Communicates with immediate supervisor and senior management in a timely fashion. (1)
5. *This is not intended as an exhaustive list of duties and responsibilities.* Additional duties and responsibilities may be assigned or withdrawn from time to time.
7. Rules set forth in the Employee Handbook, and Job Description.

Procurement Specialist

1. Plans, organizes, directs, and controls activities related to the procurement function, as indicated on established procedures and in agreement with Product Logistics Manager. (2) (3)
2. Maintains inventory of listed items and tracks their availability using MRP principles and tools; prepares reports as needed (1)
3. Prepares delivery schedule and monitors against production plan to guarantee availability; reports any issues on a timely manner.
4. Utilizes appropriate negotiation and purchasing techniques to maximize savings and benefit to the company. (1)
5. Recruits, evaluates and maintains suppliers while observing the highest code of ethics and conduct; maintains the approved supplier list (ASL). (2) (3)
6. Monitors and reports on vendor performance (1)
7. Coordinates and participates in vendor visits to our facilities. Also assists in the preparation and coordination of supplier audits. (1)
8. Makes all necessary inquiries to obtain the best quote for all products and/or services, as needed. (1)
9. Prepares and issues purchase orders and change notices for raw materials, MRO items and general office supplies, following established procedures (1)

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10. Oversees all activities related to procurement of a commodity from intent to purchase through delivery of commodity; monitors processing of the PO in the system until it's fully closed. (1)
11. Investigates and resolves pricing discrepancies between supplier invoices and purchase orders. (1)
12. Processes PO receipts in the system in a timely manner. (1)
13. Maintains and keeps procurement records. (1)
14. Maintains purchasing-related data accurate and complete in the system (POs, vendors, materials).
15. Participates in inventory of materials and equipment parts. (1)
16. Prepares monthly KPI reports (1)
17. Develops and implements clerical and office procedures and practices related to the procurement function. (2) (3)
18. Communicates well and in a timely fashion with all areas of the company involved in the purchasing process, as needed. (1)
19. Reports issues to Product Logistics Manager for corrective action. (1)
20. Additional duties and responsibilities as assigned.

Supervisory Responsibilities

None.

JOB SKILLS AND QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Associate of Art or Science degree (A.A. or A.S.) from two-year College or school; or three to five years related experience and/or training; or equivalent combination of education and experience.

Certified Purchasing Professional (CPP) is preferred. Certified Supply Management (CSM) is not mandatory but strongly suggested.

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to read and write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization. Must be able to read write and communicate verbally in English. Ability to read, write and speak Spanish is an asset but not a requirement.

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages and volume; to perform operations using units and weight measurement, volume, and distance and to understand and use United States Standard and Metric measurements.

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

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General computer literacy to include proficiency using the Internet, Microsoft Office (Power Point, Excel, Word) and ERP software. Use system tools such as MRP.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to smell, stand; use hands to finger, handle, or feel and reach with hands and arms. The employee is regularly required to walk, stoop, kneel, and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee may be exposed to moving equipment. The employee is occasionally exposed to wet and/or humid conditions, lint or airborne particles; and heat during summer. The noise level in the work environment is usually low to medium.

I have read and understood the above Job Description and agree that it is representative of the requirements of the position.

Employee:			
Signature:		Date:	