

## **PURCHASING ASSISTANT** **JOB DESCRIPTION**

### **1.0 POSITION TITLE –PURCHASING ASSISTANT**

The Purchasing Assistant fills an important function at Fiberlay, Inc. Not only are the duties numerous and exacting, but all aspects of inventory control and cost flow through this office.

### **2.0 BASIC FUNCTION**

The Purchasing Assistant performs all purchasing, receiving, invoice reconciliation, vendor relations, inventory maintenance duties for the company.

### **3.0 REPORTING RELATIONSHIPS**

This position reports to the Inventory Control Manager.  
There are no positions reporting to the Purchasing Assistant.

### **4.0 AUTHORITY**

The Purchasing Assistant has full responsibility for purchasing and inventory reconciliation transactions. Any Purchase Orders in excess of \$1,000.00 must be approved by Inventory Control Manager.

### **5.0 RESPONSIBILITIES**

The principle responsibilities of the Purchasing Assistant consist of, but are not limited to the following:

**5.01 Purchasing:** Perform daily purchases in support of inventory replenishment and special customer orders.

**5.02 Inventory Maintenance:** Entering in all new product codes in system.  
Updating current product codes with new information and pricing.  
Acquiring technical data sheets for products.

**5.03 Pricing Strategies:** The inventory module must also be maintained with its various Selling Price levels.

**5.04 Material Safety Data Sheets:** Ensure that an MSDS is held for all current inventory items that require one. In addition, the web site must be updated to ensure they remain available for on-line ordering.

### **6.0 DUTIES**

In order to fulfill these responsibilities, the Purchasing Assistant is assigned the following duties:

**6.1 Goals –** With the Inventory Control Manager, prepares short and long term operational goals and objectives.

**6.2 Inventory Management:**

**6.2.1** Maintain reorder points and perform all manual adjustments to inventory. Ensure inventory on hand is appropriate to **support**

sales efforts wherever possible while maintaining maximum possible inventory turns. Support all back-orders as soon as possible by ensuring product is ordered where possible.

- 6.2.2 Ensure new products are properly loaded into inventory module with proper coding, correct list pricing, all bracket pricing, upc coding, technical data sheet and SDS.
- 6.2.3 Research and reconciliation of negative inventory.
- 6.2.4 Producing count sheets and entering data for cycle counts.

### 6.3 **Purchasing:**

- 6.3.1 Maintain active purchase order file which includes confirmation receipt to vendor within 2 days of issue and update all orders with current price and delivery date.
- 6.3.2 Receive all purchase orders into database, ensuring compliance with purchase order with respect to quantity, part number, packaging and any special instructions.
- 6.3.2 Track all purchase orders not received on due date and update purchase order with revised receipt date by next day.
- 6.3.3 Material Safety Data Sheets: Maintain current MSDS file for each inventory item that requires it and, together with Finance & Administration, ensure that all applicable MSDS documents are available on the web.
- 6.3.4 Product Certifications: Upload and maintain file on vendor product certifications.
- 6.3.5 Follow up with vendors to reconcile all outstanding items on unbilled purchase order tracking report.
- 6.3.6 Printing and distribution of all shipping and packaging labels as required.

- 6.4 **Special Duties:** Performs all other duties as assigned by the Inventory control Manager.

## 7.0 **PERFORMANCE METRICS**

- 7.1 Measured reduction in inaccurate purchase orders.
- 7.2 Measured improvement in completion time for new product codes.
- 7.3 Measured improvement in receiving accuracy and time.