

## **Job Description**

### **Position Title:**

Purchasing and Inventory Supervisor

### **Basic Function:**

The primary function of this position is to account for, manage, purchase, control and account for all physical inventories of steel or other metals, safety protection, welding supplies, welding gases or other commodity items specific to the business needs. This position is also responsible for the warehousing and controlled release of specialty tools.

### **Reporting Relationships:**

This position reports to, and is accountable to, the Head of Finance & Administration.

### **Job Requirements:**

To perform this job successfully, an individual must be able to complete all areas outlined for this position in a satisfactory manner. The requirements listed below are representative of the knowledge, skills, and/or abilities necessary to meet the minimum job requirements of this position.

Education	Required high school diploma or GED equivalent. Must be fluent in the English language (read/write).
Licensing	Required valid driver's license
Experience	Preferred 1-2 years experience in warehousing, dealership parts management or general inventory management.  Preferred previous involvement with the purchase of mechanical components.
Skills Required	Must possess mechanical and mathematical aptitude.  Must possess computer proficiency with inventory applications, spreadsheets, word processors.  Required abilities in forklift operations.  Preferred: open-minded candidate that is alert to new ideas, even-tempered under all business conditions, practical and impersonal, can handle difficult decisions within the scope of authority.
Physical	Required full use of all body motions. Must be able to lift 80lbs with regularity.
Working Conditions	Required ability to work either indoors or outdoors in non-climate controlled conditions, high noise levels, dusty and dirty work environments.  Will mostly work independently or as a valued member of a team.

**Authority:**

The Purchasing and Inventory Supervisor is selected and appointed by the Head of Finance & Administration and has been delegated the authority required to successfully accomplish all of the duties and responsibilities of this position.

**Duties and Responsibilities:**

- a) Responsible for an exact accounting and security of physical stock inventories stored in the yard or in the fabrication shops and office complex.
- b) Responsible for the economical and most cost effective purchasing of steel or other metals.
- c) Maintains a current file of preferred vendors.
- d) Responsible for all shipping and receiving functions. On completed mechanical system assemblies or parts, coordinates shipping activities with the Shop Foreman or Head of Operations.
- e) Responsible for the timely entry of inventory data into the computer system including parts descriptions, quantities on hand and current pricing.
- f) Maintains full control over all inventory items allocated to engineering projects, prototyping and field installation work.
- g) Maintains an accurate accounting of shorted, missing or damaged inventory items. Ensures the quality of all purchased inventory items.
- h) Responsible for the returns of overstock or unwanted stock items
- i) Ensures that ordered materials and parts are promptly delivered to the fabrication shop or field installations
- j) Demonstrates integrity and honesty in dealing with other people.
- k) Responsible for proper bin/shelf/cabinet/rack management and maintenance.
- l) Responsible for timely responses to inventory questions.
- m) Responsible for communicating accurate cost information.
- n) Responsible for maintaining any advertising and marketing literature on current inventory stocks.
- o) Responsible for the maintenance of re-usable inventory items.
- p) Responsible for inventory reporting to immediate management
- q) Responsible for maintaining sufficient stocks of safety protection items
- r) Responsible for ensuring that all inventory storage areas are clean, neat, free of debris and maintained in such a way as to not cause a safety hazard for other employees.
- s) Coordinates with Head of Field Service, Shop Foreman, and Head of Operations for the purchase and stocking of welding gases, supplies, basic tools, etc.
- t) Responsible for the storage and tracking of specialty tools.
- u) Is able to identify inventory problems or concerns and develop corrective action plans.
- v) Responsible in keeping MSDS sheets up-to-date.

- w) Perform any other task or assignment as may be assigned from time to time by the Head of Finance & Administration.

**Measures of Performance:**

This position shall be deemed to be performing in an acceptable manner when the following have been accomplished:

- a) Demonstrates the desire to adhere to and enforces Company and Customer's policies and procedures, standard procedures and practices and safety regulations.
- b) Must manage the inventory stores in such a way as to minimize the inventory investment yet maximize on abilities to always have on hand materials, parts and supplies as required.
- c) Ensures that shipping/receiving dray tickets always match vendor invoices.
- d) Inventory issue transactions are accurate and entered into the system in a timely manner as measured by inventory variance reports.
- e) Effectively, efficiently and economically accounts for inventory commodities.
- f) Demonstrates the willingness to function as a team player.
- g) The incidence of stock-out conditions is less than 3%.
- h) Maintains a secure storage of company tools and portable equipment.
- i) Tracks and maintains records of tool use and repair.

**Acknowledgement:**

I have reviewed and understand the above job description and believe it to be accurate and complete, and I can successfully fulfill each responsibility. I also agree management retains the right to change this job description at any time.

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Employee Name (print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager Name (print)

\_\_\_\_\_  
Manager Signature

\_\_\_\_\_  
Date