

Procurement Specialist

 **Department:** Purchasing  **Reports to:** Director, Procurement & Logistics

 **Employment Type:** Exempt

About the position:

The Procurement Specialist performs purchasing processes both independently and in tandem with appropriate personnel, builds strong vendor relationships, and analyzes data to ensure and enhance effectiveness of the department.

About us:

As a specialist within the STOCKMEIER Group, an organization rich in tradition, we have been developing and producing polyurethane systems such as coatings, adhesives, sealants and elastomers for a wide variety of industrial and sports applications since 1991. To this day, we have been family-owned and operated, providing us with a solid base for the considerable growth we have experienced in the past two decades. With production and research facilities located in Germany, France, the United States, and the United Kingdom, we employ over 180 employees, manufacture and develop over 1,500 products, and serve over 5,000 customers globally.

Responsibilities

- Ensures materials on hand to enable production of forecasted volumes while maintaining efficient inventory levels
 - Uses ERP data to generate forecasts and communicates to suppliers
 - Places orders based on planning information maintained and forecasted in ERP system
 - Reviews and updates planning parameters to ensure ERP system is up to date
 - Tracks orders to ensure on-time delivery
- Prepares and processes requisitions and purchase orders for all materials, supplies, and equipment for the organization
 - Places orders for all materials (raw, packaging, laboratory, and consumables)
 - Places orders for general office supplies and approved capital expenditures
 - Serves as back-up for onsite non-inventory storage areas
 - Coordinates with maintenance department to ensure spare parts inventory is maintained
 - Handles logistics for all inbound orders including verifying, coordinating, and reconciling all charges for demurrage
- Maintains records of vendor pricing, goods ordered and received through ERP and other electronic systems
 - Processes receipts for orders to ensure items ordered have been received
 - Verifies vendor invoicing is correct and matches negotiated pricing
 - Assists Director in resolving vendor or contractor grievances and claims against suppliers
- Maintains and analyzes purchasing data to determine reorder points, safety stock, expiring inventory, etc.
- Arranges for disposal or shipping of surplus/waste materials including recyclable totes
- Manages corporate uniform program
- Lives corporate values
- ISO Responsibilities:
 - Ensures understanding of the Quality Policy and Quality Objectives
 - Ensures customer expectations are being met
 - Ensures processes are followed consistently
 - Participates in investigations as needed
- Completes other duties as assigned

Qualifications and Skills

- College Degree and/or a minimum of 3 years related work experience strongly preferred
- Hazmat and DOT training a plus
- Intermediate level understanding of Microsoft Office suite
- Intermediate to advanced level Excel skills including analytics, data extraction and manipulation, building medium to complex spreadsheets from scratch
- Excellent time management skills
- Ability to prioritize and respond to urgent matters including follow up with appropriate parties
- Good documentation skills
- Excellent written and verbal skills to interact with people at all levels and functions inside and outside of the company
- Attention to detail is critical



Disclaimer:

The above statements are intended to describe the general nature and level, or work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Have we sparked your interest? Then we look forward to your application. Send resume and cover letter to:



STOCKMEIER Urethanes USA, Inc.
Attn: Crystal Rakosky
20 Columbia Boulevard Clarksburg, WV 26301-9606
Tel: +1 304 624 7002
Fax: +1 304 624 7020
Mail: c.rakosky@stockmeier.us.com
www.stockmeier-urethanes.com