



STOCKMEIER URETHANES

As a specialist within the STOCKMEIER Group, an organization rich in tradition, we have been developing and producing polyurethane systems for industrial and sports applications since 1991.

PROCUREMENT COORDINATOR

The Procurement Coordinator assist with all purchasing functions including raw materials, lab supplies, safety supplies and general office supplies. Ensures production has all materials needed to fill customer orders in a timely fashion.

Compensation: Salaried- Exempt

Benefits Offered: Vision, Medical, Life, Dental, 401K

Employment Type: Full-Time / 8:00 a.m. – 5:00 p.m.

RESPONSIBILITIES

- Plans to ensure future forecasted volumes can be produced while maintaining a minimal inventory level.
 - 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 process 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 purchases.
 - Serve as back-up for onsite non-inventory storage areas.
 - Works with maintenance to ensure spare parts inventory is maintained.
 - Handles logistics for all inbound orders including verifying, coordinating, and reconciling all charges for Demurrage.
- Maintain records of vendor pricing, goods ordered and received through ERP and other electronic systems.
 - Process receipts for all orders to ensures items ordered have been received.
 - Verify vendors invoicing is correct and matches negotiated pricing.
 - Assist Director in resolving vendor or contractor grievances and claims against suppliers.
- Maintain and analyze purchasing data to determine reorder points, safety stock, expiring inventory, etc.
- Arranges for disposal of surplus/waste materials including recyclable totes
- Serve as back-up to the Director as needed.
- ISO Responsibilities:
 - Ensure understanding of the Quality Policy and Quality Objectives
 - Ensure purchasing processes are followed consistently
 - Ensure staff are trained on all processes
 - Participate in investigations as needed
 - Ensure the correct raw materials are onsite for production from approved vendors

SKILLS, EXPERIENCE, & REQUIREMENTS

- College Degree and/or a minimum of 3 years related work experience preferred
- Hazmat and DOT training
- Intermediate level understanding of Microsoft Office products.
- Excellent time management skills.
- Ability to prioritize and respond to urgent matters.
- 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.
- ALL CANDIDATES MUST UNDERGO AND PASS DRUG SCREENING AND A REFERENCE SECURITY CHECK.

Send Resume and Cover Letter To:

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