

Position Title: Purchasing & Supplies Technician	Department: Accounting
Reports To: Controller	FLSA Status: Non-exempt

The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

General Summary:

Purchases materials, tools and equipment to support plant operations and other departments as required. Distributes materials, tools and equipment as authorized and maintains inventories and internal controls. Prepares and places orders for both standard and nonstandard materials, tools and equipment, within budgetary authority. Coordinates with engineering and plant department's and contractors for job specific material needs. May negotiate returns of defective materials of equipment. Controls, monitors, and analyzes vendor quality. Maintains a clean and secure environment.

Essential Job Functions:

- Purchases materials, tools and equipment to support plant and other Company operations. Reviews requisitions and material request forms to determine items to purchase. Prepares and places purchase orders within budget authority for both standard and nonstandard materials, tools and equipment.
- Coordinates with Controller, Engineering Manager and Plant Manager when required to supply materials for company hired contractors.
- Coordinates purchase order procedures to ensure correct billing records and information are provided to accounting department for work order and inventory control requirements.
- Tracks receipt and distribution of materials and ensures delivery to appropriate location. May contact vendors and supply points for information concerning the status of purchase orders and stock balances as well as investigates discrepancies. May negotiate returns of defective material, tools and equipment as needed. Responsible for maintaining daily consumables and tracking controlled inventory items.
- Responsible for claims associated with freight damages and losses. Receives stock, ships material, and arranges material for pick up as required.
- Maintains inventories and internal controls by tracking and organizing supplies. Conducts physical inventories and internal controls including recordkeeping for each exchange/location.

- Responsible to assist with key system inventory (i.e. withdrawals, ordering, sending equipment in for repairs).
- Responsible for security of company materials, tools and equipment located at warehouse.
- Responsible for the cleanliness of the warehouse along with performing land and building maintenance as requested for all locations.
- Review company vehicle mileage and assist plant manager with rotation schedules. Track company vehicle and equipment mileage and hours. Remind employees of upcoming service needs and assist with making appointments for service and maintenance as requested.
- Maintains files of purchases, vendors, and catalogs to ensure availability of information.
- Recommends stocking methods of new items or slow moving material.
- Analyzes vendor quality based on vendor reputation, quality, price and timeliness of delivery. Researches cost savings alternatives without sacrificing product quality.
- Performs all other related duties as assigned by management.*

*These tasks do not meet the Americans With Disabilities Act definition of essential job functions and are usually less than 5% of time spent. However, these tasks still constitute important performance aspects of the job.

Knowledge, Skills, and Abilities:

- Knowledge of telecommunications materials, supplies and equipment.
- Knowledge of automated purchasing and inventory control systems.
- Knowledge of company products and services.
- Knowledge of company policies and procedures.
- Skill in operating various office and shop equipment such as personal computer, scanners, various software programs, forklift, and telephone systems.
- Skill in oral and written communications.
- Ability to understand and organize requisitions, purchase orders, receipts, issue tickets, packing slips and sales invoices.

- Ability to communicate with co-workers and various business contacts in a professional and courteous manner.
- Ability to pay close attention to detail.
- Ability to improve or redesign procedures for inventory or related problems.
- Ability to effectively function as a team player.
- Ability to lift a minimum of 60 pounds.

Licenses:

Driver’s license

Education and Experience:

High School diploma or equivalent PLUS two years of telecommunications schooling or equivalent work experience.

Physical Requirements:

PHYSICAL REQUIREMENTS	0-24%	25-49%	50-74%	75-100%
Seeing: Must be able to see service orders and trouble reports.				X
Hearing: Must be able to hear well enough to communicate with employees and business contacts.				X
Standing/Walking: Must be able to move about work site.		X		
Climbing/Stooping/Kneeling: Must be able to stoop, kneel and crawl to perform installations.	X			
Lifting/Pulling/Pushing: Must be able to lift at least 60 lbs.	X			
Fingering/Grasping/Feeling: Must be able to write, type, and use phone system.				X

Working Conditions:

This factor measures the surroundings or physical conditions under which a job must be done and the extent to which those conditions make the job disagreeable. Consider the presence and relative amount of exposure to dust, dirt, heat, fumes, contaminants, cold, noise, vibration, wetness, etc.

Normal working conditions with the absence of disagreeable conditions.

ACKNOWLEDGEMENT

I, _____, hereby acknowledge that I have read, received and understand the above job description of RT Communications, Inc., which outlines the Company's position as Purchasing & Supplies Technician.

Employee Signature

Date

Supervisor's Signature

Date