

Company: GLT Products

Position: **Purchasing Agent / Inventory Control**

Shift: 8am – 5pm One hour lunch

Location: 6810 Cochran Road – Solon, Ohio

Position Type: Temp to Perm or Direct Hire

Summary: Experienced Purchasing Agent needed for a multi-company, multi-location operation with manufacturing and distribution operations. Must have experience managing purchasing and inventory utilizing ERP system and related integrated inventory management software. Person must be capable of multi-tasking in a high-paced environment with thousands of inventory items.

This position requires following-up and researching requests from sales, generating purchase orders, analyzing costs, developing good vendor relationships, resolving problems and disputes with vendors, and monitoring the flow of goods. Additional duties include: processing back-orders, drop-shipments, material transfers, and monitoring production-entry receipts. Process receipt of goods, receipt of invoices (drop shipments), production entry, and intercompany receipt of goods. Other duties include the maintenance of inventory and purchasing records, including literature.

Responsibilities:

Sales Support:

- Fulfill sales requests, by obtaining price quotes, availability of material, and addressing any other sales related questions concerning products.
- Keep inventory costs current by notifying sales of any vendor' price increases and updating inventory and purchasing records in the accounting system.
- Check on-hand quantities on inventory items for sales, when requested, to ensure that items having low stock levels are physically available for sale.

Maintain Adequate Stock Levels:

- Purchase material to maintain regular stock levels of inventory and ensure that all material requirements are met.
- Analyze inventory by location to determine appropriate on-hand, reorder, and maximum stock levels.
- Analyze re-order point quantity information including analysis for various locations

Purchase Order Generating:

- Generate purchase orders with appropriate vendors to ensure adequate material requirements are met at appropriate costs.
- Attach confirmations to purchase orders, updating the "date required" field with the estimated delivery date and update the header comment field with the projected ship date.
- Follow-up with purchase orders placed to ensure the timely delivery of materials.

Materials Planner:

- Schedule and order raw material shipments from vendors based on communication and information from production departments.

Transfer Inventory to Other Locations:

- Maintain adequate inventory levels for all GLT locations.
- Transfer material in the system, using established procedures, between locations.
- Transfer material between local storage facilities.

Receipt of Goods and Invoice Preparation:

- Upon receipt of signed and dated packing lists, receiver forms, and delivery receipts, transfer back-ordered sales orders to shipping.
- Match received paperwork to purchase orders and invoices.
- Determine freight for landed cost and record the amounts on the invoices for Receipt of Goods entry.
- Ensure invoiced price are correct and match established system vendor pricing.
- Cost non-stock inventory items on sales orders.

Approve Vendor Invoices and Inbound Freight Invoice:

- Match vendor pricing against our pricing and approve vendor invoices for payment.
- Approve inbound freight bills for payment, making sure that the landed cost reflects the actual charges invoiced.
- Reconcile inbound freight records from logistics company with landed freight used for receipt postings.

Drop-Shipments:

- Prepare and submit purchase orders, for sales orders to be drop shipped, to the appropriate vendor with shipping and other instructions.

Physical Inventory Support:

- Support physical inventories by performing required tasks.
- Performs other duties and assignments as directed by management.

Requirements:

- Good communication skills both written and verbal
- Fast learner
- Internet literate – able to research products, vendors as needed
- Good mathematical aptitude.
- Regular and punctual attendance.
- Impeccable business etiquette.
- Ability to work well in a fast-paced environment.
- Able to adapt and respond to changing business needs.
- Strong verbal, interpersonal and organizational skills.
- Must be proficient in the Microsoft Office suite, especially Excel
- Attentive to detail.
- Ability to prioritize, multitask and focus in a busy office setting.
- Ability to work with other departments and companies throughout the organization
- Willingness to train and help others
- Ability to make sound business decisions
- Willingness to seek the advice and opinions of others throughout the organization
- Regular and punctual attendance.

Education/Experience:

- Bachelor degree is a plus
- 5+ years of previous buying experience or 5+ years of accounting or in –depth clerical experience with a strong motivation to expand into purchasing area
- Inventory control and logistics experience
- Accounting software experience (SAGE ERP experience a plus)

Physical Demands:

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hand to finger, handle or feel; and reach with hands and arms. This position requires the ability to occasionally lift office products and supplies, up to 20 lbs.

Position Type / Expected Hours of Work:

This is a full time non-exempt position and the hours of work and days are Monday through Friday, 8:00am – 5pm with one hour for lunch.

Benefits

- Medical insurance
 - Dental insurance
 - Basic and Voluntary life insurance
 - Paid personal and vacation days
 - Flexible spending account program
 - Short and long term disability insurance
 - Credit union membership
 - 401k/profit sharing
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GLT Products is dedicated to supplying our customers with a wide array of industrial insulation products and solutions that cover the most demanding insulation applications. As a manufacturer and distributor, our products are used worldwide in mechanical, thermal and acoustical insulation projects.