



DATE JOB POSTED: TITLE OF JOB
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**JOB DESCRIPTION**

**Job Title: Purchasing Specialist / Buyer**  
**Job Location: US-MO-St. Louis**  
**Department: Operations - Office**  
**Manager / Supervisor: Director of Operations**  
**Employment Status: HOURLY / NON-EXEMPT**  
**Shift Schedule: Full Time, Day Shift**  
**Manages Others: No**

**JOB PURPOSE**

Responsible for negotiating with suppliers to plan, develop and maintain raw material availability, monitor supply and production progress and procure necessary services and raw materials in order to meet production rates, cost targets and production schedules for all finished goods at Klauber Machine & Gear Company. This position will provide communication to other departments regarding delivery and quality resolution. The ideal candidate will have experience managing and maintaining relationships with outside suppliers, making purchasing decisions and managing multiple priorities while meeting deadlines. In this leadership role, the individual will coordinate and expedite product inventory and the procurement of components to ensure manufacturing requirements. This is a highly visible role with opportunity for professional development and success.

**JOB RESPONSIBILITY SUMMARY**

**General Responsibilities:**

- Negotiate with suppliers for goods and services, negotiating the best possible price and service guarantee while maintaining professional relationships
- Evaluate supplier costs, solicit competitive bids and quotations, negotiate pricing contracts, and maintain cost data base
- Study market prices and trends, engineering development and manufacturing method improvement applicable to assigned responsibilities and advise Company accordingly
- Establish purchasing procedures and ensure compliance
- Review supplier performance in regard to product/service quality, on-time delivery, serviceability and price
- Meet with suppliers to discuss performance metrics, provide performance feedback, and review demand forecasts and changes
- Perform daily review of raw material requirements as derived from ERP and engineering sample requirements and manage/respond to ERP/MRP outputs
- Monitor and coordinate inventory levels and supplier delivery dates to assure continuous material availability
- Expedite and/or adjust the delivery of purchased materials/services as necessary
- Initiate purchase orders and amendments for parts, services, and/or special tools; arrange for submission and inspection of sample products as required, and work in close coordination with engineering and production to secure timely execution of product and service sourcing activities
- Assist in resolving supplier invoice discrepancies
- Coordinate, as appropriate, quality matters and engineering changes/developments between Company and vendors



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- Develop new supply sources where suppliers are inadequate
- Prevent and respond to material shortages
- Maintain all necessary written documentation
- Establish account/credit and terms
- Trace delinquent arrivals from purchase orders
- Manage/maintain blanket orders
- Visit suppliers' facilities to qualify them as new sources and assist in resolution of production, design, quality, and/or delivery problems
- Identify opportunities to reuse or recycle materials to minimize consumption of new materials, minimize waste, or to convert wastes to value
- Serve as back-up to other office positions as needed
- **Comply with all safety policies, practices, and procedures, and report any unsafe situations to supervisor, manager, or human resources**
- **Participate in team efforts to achieve departmental and company goals**
- **Perform other duties as assigned**

**NOTE: The proceeding examples are representative of the assignments and responsibilities performed by this position and are not intended to be all-inclusive.**



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**REQUIRED KNOWLEDGE, SKILLS, & ABILITIES**

(To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and ability required.)

**Education/  
Licensure/  
Credentials**

**Required:** Bachelors Degree in related field of study  
**Preferred:** APICS certification is a plus

**Experience**

**Required:** 5 years' relevant purchasing and/or materials control experience in a manufacturing environment  
**Preferred:** 10 years' progressively responsible purchasing and materials control experience in a manufacturing environment

**Special  
Knowledge/  
Skills**

**Required:**  
 Proficient using Microsoft Office Suite and basic office tools and equipment.  
 Must have good time management skills, be highly motivated to problem solve, detail oriented, and able to establish priorities. Strong organizational skills, interpersonal, written, and verbal communication skills, customer service focus, technical capacity, as well as the ability to work well in a team environment.  
**Preferred:** Infor Visual MRP experience and negotiation skills. Instinctively sees opportunity for improvement.

**Physical Demands Required:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

- **Standing, walking, and sitting for a majority of the time**
- **Use of hands and arms to touch, lift, and reach, etc.**
- **Talking and hearing for a majority of the time**
- **Typing for portion of time**
- **Lifting and/or exerting up to 10 lbs. of weight/force occasionally and up to 50 lbs. of weight /force occasionally**
- **Occasionally exposed to production floor elements such as noise, dust, fumes, odors, and heat**
- **Occasionally working on production floor without climate control**

**Personal Protective Equipment (PPE):**

- **As required in various production work areas including safety eyewear, gloves, safety shoes**