



JOB POSTING
PURCHASING SPECIALIST
Department: AG Mfg/Structural Purchasing
Reports To: General Manager, Mfg Division

JOB SUMMARY: Manage and direct all procurement activities including sourcing equipment, goods and services and managing vendors. Ensure proper execution of purchasing process and procedures and related activities including purchase orders, required approvals, supplier discrepancy resolution, rejected material and components management, and inventory levels sufficient to maintain smooth production flow.

DUTIES & RESPONSIBILITIES: Required to oversee all manufacturing facility purchasing activities, programs & projects to ensure that activities are carried out in accordance with established specifications, schedules and budgets; coordinate interdepartmental functions to minimize delays; meet with inter-departmental members on regular basis to review program status and plan future actions.

Specifically:

- Track market conditions of commodities purchased and advise management of impact of changes.
- Track and control inbound freight costs to ensure total cost meets or exceeds expectations.
- Manage inventory to minimum on hand while ensuring necessary materials when needed.
- Expedite delivery of materials as required.
- Develop quality control measures to ensure effective procurement practices are in place at McFarlane Mfg. Co.
- Manage supplier relationships, delivery, quality and customer service performance.
- Develop and track improvement plans when necessary including supplier performance.
- Develop, implement, and manage vendor selection system.
- Represent company in negotiating contracts and formulation policies with suppliers.
- Prepare and process requisitions and purchase order for supplies and equipment.
- Purchase raw materials and MRO goods. Participate in the development of specifications for equipment, products or substitute material.
- Analyze market and delivery systems to assess present and future material availability.
- Support R&D and Production initiatives including sourcing and 'make vs. buy' evaluations.
- Perform additional duties as requested, including but not limited to billing, customs, counter sales, etc.
- Regular attendance is an essential function of this position.

EDUCATION & EXPERIENCE and SKILLS & QUALIFICATIONS:

1. BS/BA Degree preferred (IE, ME, Logistics or Supply Chain) or equivalent experience in a related field.
2. Minimum of five years' experience in steel industry purchasing or procurement preferred.
3. Project/program management and implementation skills.
4. Familiarity with a variety of steel fabrication processes and materials used.
5. Excellent leadership skills including written and verbal communication skills.
6. Excellent computer skills. MS Office including Access preferred.
7. ISO, ERP, Fabtrol or FabSuite experience preferred.

SAFETY / PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is required to sit, stand, walk, talk and hear in an office environment, utilizing computers/monitors and office equipment; required to lift up to 25 lbs. on occasion. 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 may be made to enable individuals with disabilities to perform the essential functions.

Competitive benefits offered to full-time staff include health, dental, life and disability insurances, 401k, Paid Time Off, Flexible Spending, Paid Training Opportunities, Generous Employee Discount and more! To be considered for this opportunity please send resume to or apply in person at: McFarlane Mfg. Co., P.O. Box 100, 1330 Dallas Street, Sauk City, WI 53583, 608-643-3976 (fax); apply online at www.mcfarlanemfg.com or email to HR@mcfarlanemfg.com