



IB-TECH JOB BID
Purchasing Administrator – 1st Shift

INTERNAL JOB POSTING #1-01-2023
(Please Include Job # on Job Submission Form)

POSTING DATE: Tuesday, January 3, 2023

APPLICATION PROCESS: Job Submission Form and Resume to Julie Buzzard (HR)

APPLICATION DEADLINE: Monday, January 9, 2023

Education & Experience Requirements

- High School Diploma AND 2-3 years of job-related experience as a commodity buyer; OR
- 2+ years of job-specific and related experience in purchasing AND;
- Must possess demonstrated analytical capability; ability to work independently; excellent written and oral communication; ability to handle confidential and sensitive issues; and proficient computer skills, specifically in Microsoft office applications, enterprise resource planning systems and accounting software experience required.

Primary Roles & Responsibilities

- Assist all Departments with creation and maintenance of blanket purchase orders
- Assist in the compliance of universal commercial code and the conformance of IB-TECH internal ISO systems
- Update monthly cost accounting and improvement planning sheet accruals before Leadership approval
- Cost analysis and first approval of component pricing changes as they relate to the steel and scrap market
- Cost analysis and second approver of maintenance, repair, and operation purchases
- Support the development of procedures, work instructions, training materials, and forms for the Purchasing department
- Enter purchase prices into Ohio and Tennessee Plex modules for purchased production components
- Establishes credit references and liability insurance documentation for others who work on behalf of IB-TECH
- Follow material cost market according to material price and steel master schedules
- Follow material cost market and provide communication to Suppliers
- Leads Purchasing Department cost improvement plan planning, improvement tracking, and reporting
- Participate in Purchase Agreement, Contract Review, and Quote analysis and review
- Utilize the approved supplier list and ensuring the conformance to Purchasing operation standards
- Meet with Suppliers for research and benchmarking the market
- Organize and maintain plant service agreements and contracts and inform Department Leadership of expiration
- Participates in other Department cost improvement plan planning when requested by Leadership
- Place orders on-line or on Supplier websites as needed
- Prepare and maintain Purchasing system cost sheets and steel master references
- Prepare and maintain Purchasing system for mass production and new model tooling payments
- Release purchase orders to Suppliers during change point and new model phase of the part life
- Solve packaging slip, delivery, and invoice issues when Accounting and Material Services has challenges
- Support negotiations for new model and mass production price negotiations
- Support Suppliers with Purchasing related questions related to pricing and term procedure
- Update Plex terms for IB-TECH or Supplier master pricing and Supplier contacts for Ohio and Tennessee facilities
- Update Plex receipts for tooling, general, and development-general purchase orders and escalate when near due
- Upload Imasen related party cost sheets into Ohio and Tennessee's Master Supplier pricing
- Verify purchase order confirmations and assist with follow ups from requisitioners
- Overtime may be necessary
- Some travel, 10%-25% is expected, but more may be requested during new program launches
- Training needs are based on IB-TECH's training matrix for this position, relevant to ISO 9001 and ISO 14001 systems
- Other duties as assigned

Physical Demands

- Associate must be able to occasionally lift up to 40lbs in single or multiple lifts. Associate must be able to occasionally push/pull up to 100lbs. Associate will frequently bend, twist, turn, squat kneel, overhead reach, climb stairs, and pinch grip small objects for up to 4 hours per day. Typical work environment includes; sitting, typing, writing in an office setting 7 hours per day and standing in manufacturing areas 1 hour per day. Associate must have a valid driver's license to operate company vehicles. Idle time between job tasks is likely to exist. Break/Lunch periods are typical in an 8.5 hour day.

Grade/Classification: C1 or C2 Administrator (TBD Based on Experience)
FLSA Status: Hourly or Salaried (TBD Based on Experience)
Department Assignment: Purchasing
Function: MRO
Reports to: Purchasing Section Manager
Supervises: None

IB-TECH reserves the right to change and/or otherwise amend the job description herein from time to time based on business needs.
Rev. 9/10/20