

## Position Opening

**Job Title:** Purchasing Clerk (PT)  
**Location:** SSD  
**Department:** Materials  
**Reports To:** Operations Manager

### SUMMARY

Compiles information and records to prepare and place purchase orders for the Sintered Specialties Division. Strives to provide the best purchasing value for the company.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following, but are not limited to:

Obtains and compares prices, specifications, and delivery dates and places orders with suppliers to ensure SSI is receiving the most competitive pricing based on the need.

Enters purchase orders into the computer system and sends applicable copy to supplier and department originating request.

Edits purchase requisitions, receiving slips, invoices and investigates errors.

Responsible for filling out paperwork & reordering items to be returned for repair or exchange

Responsible for ordering office supplies for the Sintered Division and maintains the central office supply inventory/system.

Handles all tax exempt forms.

Enters all blanket orders and maintains the blanket order log.

Tracks and confers with suppliers concerning late deliveries.

Sets up new suppliers per established procedures.

Maintains purchase order and computer vendor files and all pertinent records as required by our Quality System

Requests and maintains Supplier Certificates of Insurance.

Handles all freight loss claims.

Provides backup support to the Quote Assistant.

Supports, promotes, and performs in a manner consistent with continuous improvement goals and values of SSI Technologies, Inc.

**QUALIFICATIONS** 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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

Ideal candidate should have an applicable degree and related purchasing experience in a manufacturing environment. Experience with an ERP system would be a plus.

**LANGUAGE SKILLS**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

**OTHER QUALIFICATIONS**

Exceptional organizational and filing skills.

Working knowledge of Microsoft Office programs

Excellent communication skills with professional telephone etiquette.

Ability to multi-task.

**PHYSICAL DEMANDS** 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.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to airborne particles and a warm environment. The noise level in the work environment is usually quiet.

SSI is an equal opportunity, affirmative action employer.