

**GARRETT ELECTRONICS, INC. dba GARRETT METAL DETECTORS
POSITION DESCRIPTION**

DEPT NO. 130	DEPARTMENT: PURCHASING / OPERATIONS	POSITION TITLE: PURCHASING AGENT FLSA CLASS: NON-EXEMPT
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POSITION SUMMARY:

Perform a variety of secretarial functions to support the operations department and be responsible for purchasing manufacturing supplies, office supplies and coordinating repairs to office equipment.

POSITION COMPETENCIES:

Competencies associated with each position are a combination of company-wide and department specific standards. Competencies are evaluated initially during each employee's Introductory Period using the Competency Validation Checklist. Thereafter, competencies are assessed on an on-going basis and formally documented using the Annual Performance Evaluation Form.

• ***COMPANY WIDE CORE COMPETENCIES:***

- Environment of Care
- Leadership Initiative
- Customer Service
- Ethics and Code of Conduct
- Employee Health and Safety
- Human Resources
- Performance Improvement
- Information and Management

• ***DEPARTMENT SPECIFIC COMPETENCIES:***

- Leadership
- Performance Improvement
- Ethics
- Education
- Customer Service
- Management of Fiscal Resources
- Information Management

ORGANIZATIONAL RANKING:

Reports To: Director of Operations

JOB FUNCTIONS:

Every effort has been made to make this job description as complete as possible. However, it in no way states or implies that these are the only duties the incumbent will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.

POSITION RESPONSIBILITIES:

- Analyze slow moving material and make recommendations for disposition.
- Plan inventory levels according to manufacturing plan.
- Maintain vendor library for secondary vendors on all purchased parts.
- Stay abreast with changing market places in areas of responsibility.
- Communicate with vendor on ECN's generated in their areas of responsibility.
- Work closely with engineering on prototypes and R&D projects.
- Maintain and update all open purchase orders.
- Assists in identifying manufacturing needs and/or wants to help assist the manufacturing process.
- Make recommendations to Director of Operations regarding alternate supplies and vendors.
- Maintain an accurate filing system of vendor files and part number files in areas of responsibility.
- Purchase material and/or services from qualified vendors and suppliers to meet the company's manufacturing needs through requisitions and/or computer generated MRP report.
- Source best price, best quality in areas of purchasing responsibilities, including office supplies, janitorial supplies and Sam's purchases.
- Process vendor requests for Texas Sales Tax Resale Certificates.
- Act as receptionist on an emergency basis.
- Provide administrative support to Operations Department Director and managers.
- Negotiate with vendors and suppliers.
- Prepare and coordinate international and domestic packages for courier pickups.

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- Coordinate service repairs relating to equipment, facility and monitor maintenance contracts and/or billings related to services rendered.
- Comply with all safety policies, practices and procedures. Report all unsafe activities to supervisor and/or Human Resources.
- Participate in proactive team efforts to achieve departmental and company goals.
- Provide leadership to others through example and sharing of knowledge/skill.
- Perform other duties as assigned.

MEASURES OF EFFECTIVENESS:

- As observed by manager and others.
- Review of documentation.
- Service is delivered in a safe, competent, and efficient manner as determined by outcomes, quality monitors, and other internal and external processes.
- Conduct and interpersonal relationships contribute positively to the delivery of quality product and services, and to orderly operation of the department and the facility.
- Skills are maintained and enhanced through participation in planning activities, and attendance at in-service and continuing education programs.

POSITION REQUIREMENTS/QUALIFICATIONS:

Education: High School Diploma
Licensure/certification/registration:
Experience: 1 to 2 years or Combination of Education and Work Experience
Special Skills & Qualifications: 2+ years ERP/MRP experience, Proficient Computer Skills, Typing Skills, Basic Mathematics

MENTAL AND EMOTIONAL REQUIREMENTS:

Have the ability to interact and communicate verbally and in writing with co-workers and vendors. Have good negotiate and follow-thru skills. Be able to complete work assignments with minimal supervision and handle multiple tasks and projects simultaneously.

ENVIRONMENTAL CONDITIONS:

Work in a well-lighted, heated and/or air-conditioned indoor office/production setting with adequate ventilation and moderate noise.

PHYSICAL DEMANDS:

With light physical activity to perform non-strenuous daily activities of a productive/technical nature and with time variances of each: one must be able to stand under 1/3, walk under 1/3, sit over 2/3, and usage of hands and reaching objects under 1/3, climb, stoop, kneel or crouch under 1/3, talk/listen over 2/3, and be able to lift up to 50 pounds under 1/3.

CONTACTS / INTERACTS WITH:

Employees, Customers, Visitors, Management Staff, Production Staff

POSITION DESCRIPTION REVIEW/REVISION DATE:

Date: 8 March 2011

I have reviewed these job requirements and attest that I can perform all essential functions of this position with or without reasonable accommodation.

Employee Signature: _____ Date: _____