Job Title

Procurement Associate

Reports To

Operations Coordinator

Job Overview

The Procurement Associate will plan and monitor all activities connected with customer order fulfillment. This includes the planning, purchase, receiving and storage of raw material. You will establish relationships and serve as a representative of the company when negotiating contracts and building vendor and supplier trust as well as track and monitor the planning, delivery and confirmation of all materials and supplies.

Duties & Responsibilities

- Secures and analyzes quotations, negotiates prices and terms with suppliers and recommends suppliers with respect to cost, quality and delivery competitiveness
- Maintaining the suppliers list, monthly actual/forecast expenditure, live price lists and supporting accounting where needed. Maintain & follow up on all goods ordered & received
- Ensure production is fully stocked with the required raw materials inputted into MRP (material resource planning) for all planned production runs, including sample & trial runs
- Support the IT team with streamlining order management module within JD Edwards ERP system
- Maintain constant communication with the warehouse to ensure the timely arrival of all raw materials and check inventory levels reflected in JDE
- Track and report metrics to reduce expenses and improve effectiveness
- Update organizational knowledge by creating, maintaining & following up on all SOPs related to the procedure
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Maintains safe and healthy work environment by establishing, following, and enforcing standards and procedures; complying with legal regulations.
- Work closely with accounting department to ensure accuracy of invoices and prompt vendor payment
- Assist other departments when needed

Qualifications

- High school degree or equivalent; bachelor's degree in business administration, supply chain management, finance, or related field preferred
- Purchasing – comprehends and effectively applies generally accepted purchasing principles and practices
- Familiar with Enterprise resource planning (ERP) or material resource planning (MRP) - preferably within JD Edwards or SAP
- Excellent computer skills, including Microsoft Office Suite (Word, PowerPoint, Outlook, and Excel)
- Outstanding verbal and written communication skills; able to negotiate, establish, and process contracts
- Proven track record to meet deadlines, handle multiple priorities and work well under pressure
- Accurate and precise attention to detail
- "Growth Mindset" needed
- Ethical Conduct – Performs job duties in an ethical manner as established by the company and professional accounting standards