

## SOLTEX Purchasing Agent – Chemical Industry

### SUMMARY

Coordinates purchase logistics, purchase orders, and purchase order receipts. Creates, compiles, and analyzes Demand Planning and MRP Reports.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Coordinates purchasing activities with Managers, Sales Personnel, and Production to maintain inventory at appropriate levels.
- Verifies supplier cost and determines best shipment method to the warehouse or customer. Provides order information to Purchasing and Production Managers.
- Manages domestic and international logistics of inventory purchases to ensure product availability. Expedites delivery of materials.
- Resolves incorrect invoices, shipping errors, and quality issues. Assures adherence to company quality and delivery standards.
- Maintains Import Log to record and track purchases and other inventory movements.
- Locate new vendors.
- Verifies and submits invoices to Purchasing Managers for approval.
- Prepares purchasing documents for recording in Chempax.
- Obtains vendor Certificates of Analysis, MSDS's and TDS's and posts them on the company network.
- Maintains current vendor information in Chempax.
- Processes sample requests for purchased products.
- Establishes and records inventory minimums and maximums.
- Prepares and analyzes Chempax purchasing and inventory reports.
- Maintains effective working relationships with service providers.
- Obtains Certificates of Insurance from freight vendors.
- Documents freight rates and terminalling costs on public drive and conducts analysis as requested.
- Provides professional service to internal and external customers.
- Identifies and recommends process, policy, and procedure improvements.
- Performs other duties as requested.

## QUALIFICATIONS

### *Education and/or Experience*

- Associate degree (A. A.) from two-year College or Technical School.
- At least 3 years logistics experience, in the chemical industry.
- Experience in developing Excel spreadsheets that include complex formulas.
- Must have international shipping knowledge.

### *Technical Skills*

- Intermediate to advanced user of the Internet and Microsoft Office Products (Word, Excel, and Outlook), with an emphasis on the ability to prepare and analyze data using Excel spreadsheets.
- Working knowledge of Chempax software.
- Ability to learn new software quickly and accurately.

## BENEFITS

- Paid Vacation
- 12 Paid Holidays
- 401K Plan
- Excellent Insurance Package-Health, Dental, Prescription, Life and Disability