

Northland Industrial Specialties, LLC. - Position Description (Rev. Oct 2014)



Title / Position: Procurement Clerk

Posting Date: 07/13/17

Closing Date: 08/13/17

Function: Sales and Manufacturing Support

Location: Gillette, Wyoming, U.S.A



Position Description Summary:

Key Accountabilities (Major Responsibilities):	Core Competencies/Skills:
<ul style="list-style-type: none"> • Prepare purchase orders and send copies to suppliers • Review price, product specifications and delivery dates to determine the best bid among potential suppliers • Prepare, maintain, and review purchasing files, reports and price lists • Answer supplier inquiries about order status. changes or cancellations • Contact suppliers in order to schedule or expedite deliveries and to resolve shortages, missed or late deliveries and other problems • Review requisition orders to verify accuracy, terminology, and specifications • Track deliveries upon arrival to ensure that orders have been filled correctly and that goods meet specifications • Determine is quantities on hand are sufficient for needs, ordering more materials when necessary • Compare suppliers' bills with bids and purchase orders to verify accuracy • Locate suppliers, using sources such as catalogs and the internet, and interview them to gather information about products to be ordered • Approve bills for payment 	<ul style="list-style-type: none"> • Self Motivated – Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations • Excellent internal and external, oral and written communication skills • Strong computer and software skills • Flexibility to identify and react to changing market needs and demands • Ability to prioritize, analyze and respond to developing circumstances
	<p style="text-align: center;">Experience/Education/Requirements:</p> <ul style="list-style-type: none"> • High school diploma or greater • Two years of equivalent work experience • Must possess physical ability to work in operating warehouse (stretching, walking, lifting) • Demonstrate ability to safely and properly use forklifts, jib cranes, hoists, and overhead cranes to move and position materials • Microsoft Office Suite (Word, Excel, PowerPoint) intermediate user. • Valid and clean Driver's License

Northland Industrial Specialties, LLC is an equal opportunity employer and does not exclude any applicant due to race, color, national origin, religion, age, sex, disability, genetic information, veteran status or any factor prohibited by law or regulation. We are committed to a drug and alcohol free workplace and require pre-employment drug/alcohol screening, as well as a background check for all positions.

FLSA Status (U.S. Only):

Flexibility to identify and react to changing market needs and demands

Grade:

Job Code:

What position does it report to? Administrative Manager

What positions report to it? N/A

Physical requirements of position: OSHA physical standards and safety requirements.

Travel requirements of position: Minimal travel is anticipated for this position.

Working conditions of position: Position is primarily office and shop.