



<b>Job Title:</b>	Purchasing	<b>Contact:</b>	Denise Pettley
<b>Department/Group:</b>	Operations	<b>Location:</b>	385 N 700 W, NSL UT 84054
<b>Level/Salary Range:</b>	\$58,000 - \$65,000 BOE	<b>Position Type:</b>	Full-time
<b>Date posted:</b>	02/22/2024	<b>Posting Expires:</b>	<a href="#">Click here to enter a date.</a>

#### **JOB DESCRIPTION**

**WE ARE CURRENTLY SEEKING INNOVATIVE AND DETAIL ORIENTED PURCHASING AGENT TO JOIN OUR TEAM. REVOLUTION MACHINE TOOLS IS A DYNAMIC AND RAPIDLY GROWING MACHINE TOOL COMPANY COMMITTED TO DELIVERING EXCEPTIONAL MACHINES, SERVICE, AND PARTS TO OUR CUSTOMERS. JOIN OUR TEAM AND BE A PART OF A THRIVING ORGANIZATION THAT VALUES ITS EMPLOYEES AND FOSTERS A POSITIVE WORKING ENVIRONMENT**

#### **RESPONSIBILITIES**

- Place orders for Machine Tools with company vendors.
- Handle complaints and concerns relating to vendors in a professional manner.
- Request ETA from vendors and follow up on ETA bi-monthly basis, working with Vendor QC Coordinator.
- Update the ERP system with all Machine purchasing information and supporting documentation. Purchase orders, PI and all corresponding dates.
- Cross Reference SO to PO and PO to PI ensure order accuracy.
- Initiate and obtain fully executed vendor agreements, and all documentation with vendors, such as warranty documents, product manuals, electrical specifications, and other drawings.
- Track all open purchase orders, obtain assistance from Vendor QC Coordinator to assist in generating bi-weekly reports and updates for open and active purchase orders.
- Update ERP and Tracking sheet with dates, and information.
- Develop relationships with vendors, craft negotiation strategies and close deals with optimal rates and terms. Seek and partner with reliable vendors and suppliers.
- Achieving growth and hitting target goals by successfully working with the Operations Manager and successful coordination/communication throughout the organization.
- Update the ERP system with Vendor pricelist in a timely manner advise the organization of new pricing.
- Evaluate the conversation rate regularly and ensure the organization is staying competitive and accurate.
- Research and monitor the market and market trends, purchasing needs for both machines and parts.
- Work with Parts Manager to Build preferred vendor lists and cost points.
- Monitor work areas regularly to ensure free of clutter and potential risks, comply with safety.
- Build/promote strong, long-lasting client relationships by providing timely service, clear, communication.
- Stay current on new products, our industry, the market, our internal processes as we plan and implement.
- Ability to communicate, present, and influence, effectively at all levels.
- Strong business sense and industry expertise to effectively problem solve, coach and mentor.
- Commit and execute routine and continuous education efforts.
- Follow and enforce policies and operating procedures within your Dept.

#### **ADDITIONAL INFORMATION**

Revolution Machine Tools (RMT) offers:

- Health and dental insurance
- Paid time off and holidays
- Opportunities for career advancement



- Additional benefits, such as company paid life insurance. S
- We are looking for highly organized, driven individuals who thrive in a collaborative team environment and will provide quality service to our customers.

Pay rate is negotiable based on experience.

Check us out at <http://www.rmtus.com>

Last Updated By:	Denise	Date/Time:	02/22/2024
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