

Job Title:	Purchasing/AP & AR/invoicing	Job Category:	Professional
Department/Group:	Operations/Engineering	Reports to:	Jeff Wicks
Location:	Fort Collins, CO	Travel Required:	Occasional
Level/Salary Range:	Skilled Level	Position Type:	Non-exempt/Hourly
HR Contact:	Rebecca Hicklin	Date	5/26/2022

Job Description

Essential Functions

A working coordinator to provide the necessary leadership, planning, organization, and control to meet the goals of Injectech.

Responsibilities:

- Initiate and execute an efficient purchasing process
- Conduct research on potential products, vendors, and services, and comparing price and quality to ensure the best deal.
- Work with vendors, request quotes, prepare prices and work to drive cost savings improvements.
- Meet with vendors and clients to negotiate the best contracts.
- Liaise with delivery and warehouse teams to ensure goods are received on time.
- Monitor inventory (raw materials, colorants) and creating PO's to refill stock.
- Monitor all items used at Injectech (cleaning supplies, paper products, office supplies, cleanroom supplies-gloves, smocks, hoods, and any other items used at either facility.
- Attend events, shows, and exhibitions to network with vendors and view new products.
- Inspect purchased products upon delivery and reporting any issues timely. (Receiving)
- Update all records of purchased products.
- Write reports on purchases made and performing cost analyses.
- Attend and contribute to meetings with staff and other stakeholders.
- Maintain familiarity with our materials and product lines. Be able to find materials and provide recommendations for alternatives if unavailable.
- Collaborate with QA for vendor evaluation and performance.
- Maintain the Approved Supplier/Vendor List (ASL/AVL).
- Accounts payable/accounts receivable assistance to TWG.
- Organize and submit invoices and paperwork to customers and TWG.
- Send out invoices for non-recurring engineering (NRE) fees.
- Demonstrates knowledge to hold to standards of International Standards Organization (ISO) and Good Documentation Practices (GDP) within the Quality Assurance Department.
- Assures that all work assigned to position is performed in accordance with specifications, instructions, and requirements.
- Other duties as assigned.

Qualifications

- SAP experience (2+ years preferred)
- Strong proficiency in MS Office-Word & Excel
- Ability to work in a team environment
- Strong analytical skills

- Sound research and networking skills
- Great written, verbal, and interpersonal skills
- Practical experience with purchasing software or spreadsheets.
- Demonstrates ability to manage people
- Must be able to get to assigned shift on time
- Must have strong attention to detail and be organized and efficient

Physical Requirements

- While performing the duties of this job, the employee is expected to sit or stand for 8 hours per day.
- Use hands and fingers to handle objects, tools or controls, reach with hands and arms.
- Stoop, kneel or bend.
- Employee must be able to talk and hear.
- Employee must be able to lift and/or move up to 30 pounds.

Last updated by:	Rebecca Hicklin	Date:	11/10/2021
Approved by:		Date:	
Supervisor's signature		Date:	
Employee signature		Date:	