

Procurement Specialist

Position Overview

Responsible for purchasing and inventory functions in a multi-site environment. Position includes the responsibility of ordering, maintaining computer based inventory and planning systems. Monitor inventory, receive parts, materials and services. At times, coordinate the movement and tracking of material from supplier through inventory and to ultimate point of use. The position is at our Billings, MT home office.

Primary Job Functions

- Review MRP output daily to balance demand and supply of all assigned items and locations.
- Review field demand and place purchase orders for key material for our Field and outsourced facilities.
- Place and maintain subcontract purchase orders.
- At times, kit jobs and ship to value add contract suppliers.
- Communicate accurate and timely tracking information, tentative ETA and current lead times for personnel when requested both internally and externally.
- Maintain inventory counts and provide month end valuation and metrics.
- Assist in the review and reporting of inventory usage, valuation, slow moving and obsolete when required.
- Maintain relevant computer based planning systems data including lead-time, order policy, safety stock, etc.
- Work with inventory personnel to help reconcile on hand balances.
- Maintain open and effective communications regarding supply problems and their resolutions.
- Complete any other task related to the success of GTUIT's Supply Chain department.

Required Abilities

- Absolutely have extreme attention to detail and documentation skills
- Passion and ability to continually improve.
- Strong ability to communicate professionally. Responsive customer service communication both internally and externally. Exercise strong relationship building skills to key suppliers.
- Assist in development and implementation of inventory pull-systems such as KanBan, on-site vendor owned material, nearest distribution channels, second and third source alternatives.

- Basic understanding of lean techniques. Ability to assist implementing and enforcing applicable lean supply chain/production techniques. Contribute to new techniques, policy and procedures to ensure lean processes are specific and repeatable.
- Understand Quality initiatives. Knowledge of processes, flowcharting, root cause analysis, risk assessment, cause/effect is key.
- Working knowledge of electronic ordering systems such as ERP/MRP, purchase order, receiving, return, and inventory modules. Good knowledge of Microsoft Word and Excel. Microsoft Access knowledge a plus. Skills in computer aided maintenance systems, reporting, databases, and spreadsheets are a definite plus.

Complexity/Decision Making

- Works on assignments that are semi-routine in nature.
- Generally determines appropriate action by independently referencing operation policies and procedures and using proven approaches.
- Assignments with a greater level of complexity or interdepartmental collaboration may require assistance or guidance.

Environment

- This is a fast paced position with a new company opening new facilities. Requires high energy level and strong sense of urgency. Follow through and communication is key to success in this position.

Minimum Requirements

- High school diploma or GED
- 5+ years of prior purchasing and inventory work experience
- Intermediate to computer knowledge (Windows, email, internet, etc.)
- Written and verbal communication, math, reading, and spelling skills

Physical Requirements

- A limited amount of travel may be required for this position.
- This position requires walking, sitting or standing to a significant degree
- Must have the ability to lift 50 pounds from floor to waist, carry 50 pounds, and push and/or pull up to 100 pounds
- Must have the ability to climb ladders and/or stairs
- Stooping, crouching, kneeling and bending

- Handling, feeling, and gripping would be required for some activities
- Visual acuity is required to review/inspect material
- This role may be subject to internal and external environmental conditions

Indeed job listing: <https://www.indeed.com/cmp/GTUIT,-LLC/jobs/Procurement-Specialist-3091177030d64760?q=GTUIT&vjs=3>