



Position Title:	Purchasing Assistant
Location:	East West Main Building - Raleigh
Department:	Purchasing
Reports To:	Material Manager
Work Hours:	7:00 am – 3:45 pm

Purpose of Position:

Under Supervision of Material Manager, analyze current buying systems and create the best methods for day-to-day purchasing operations. Purchasing Assistant will be work under the direction of The Material Manager to order materials, supplies and/or equipment. Follows through with vendors on shipment and delivery. Assists Material Manager as directed to maintain property inventory levels and meet delivery schedules. Communicate to vendors policies and objectives related to the procurement of goods and services to achieve East West's service, inventory, quality, and cost goals.

Key duties/Responsibilities of Purchasing Assistant

This position description/summary reflects management's assignment of essential functions; it does not prescribe or restrict any other tasks that may be assigned.

- May select and develop vendor/supplier relationships including negotiating of terms.
- Using PCMRP system generate Purchase Orders and balance cost of goods and inventory levels to meet quotation parameters under Material Manager's direction.
- Liaison with counterparts in Document Control, Engineering and Manufacturing to ensure alignment of activities and objectives as directed.
- Establish and communicate supplier expectations.
- Solicit competitive proposals from vendors as needed.
- Communicate delivery timelines, quality and order changes and other purchase-related issues to vendors.
- Follow up on orders to ensure maters are shipped and delivered on promised dates.
- May inspect products received for quality and quantity to ensure adherence to specifications.
- Complete weekly/monthly reporting as requested by Purchasing Agent



- Quickly resolve and/or escalate issues related to cost, quality, delivery or service when the product delivery goals may be in jeopardy.
- Performs related job duties as required.

Purchasing Assistant Job Requirements

- Bachelor's Degree or equivalent experience.
- Some experience as Material Manager.
- Some experience in negotiation of contracts, terms, and conditions.
- Computer/software qualifications
 - Proficiency in Microsoft Excel, Word and Power Point
 - Ability to become proficient in PCMRP

Core Competencies

- Knowledge of purchasing best practices
- Strong attention to detail, organize and prioritize, and on-time completion.
- Ability to communicate and interact effectively with manager, co-workers, customers, and vendors.

WORK ENVIRONMENT

Work environment involves low risks or discomforts which do not require special safety precautions. Protective clothing (ESD Smocks) or gear such as safety glasses may be required.

Physical Demands

Work requires some physical strain such as long periods of standing and walking in production facility and lifting of moderately heavy items such as test equipment, kits and product cases. Other physical demands include crouching, bending over and reaching.