



Purchasing Clerk, MRO/ Production

Job Description

Reporting to the Purchasing and Planning Director, the Purchasing Clerk, you will be fulfilling Maintenance, Repair, and Operations (MRO) and production purchasing needs, develop initiatives to add value and drive cost down, and support annual goals. Candidates must be able to understand product specifications, obtain pricing, evaluate quotes and expedite orders.

The preferred candidate will have knowledge of purchasing module ERP functionality. Excellent verbal and written communication skills required.

Essential Duties and Responsibilities:

- Liaise with vendors, setting up purchase orders, and negotiating cost of MRO and production requirements.
- Participate in the development of specifications for products or substitute materials.
- Identify and assist with resolving issues that delay material deliveries.
- Resolve vendor or contractor grievances, and claims against suppliers.
- Organize and maintain an accurate ERP Purchasing module making sure the data has complete integrity at all times.
- Review sourcing request specifications for MRO, raw materials, components, products, equipment or buildings and ensure that these items being sourced with the best quality at the right price.
- Work closely with maintenance, purchasing, and production departments.

Job Requirements

- Familiarity with MRO suppliers and commodities.
- Bachelor's Degree in supply chain or business management, 1-2 years related experience in a procurement role within a manufacturing environment, OR MRO purchasing/maintenance experience preferred.
- Experience in ERP system related to purchasing modules which include purchase requisitions, maintaining purchase orders, and other relevant data.
- Proficiency in Microsoft Office.