



03/12/21

### **Purchasing Agent/Buyer**

**Isthmus Engineering and Manufacturing Cooperative** is looking for a Full-Time Purchasing Agent/Buyer with 5-10 years manufacturing/purchasing experience. The Purchasing Agent/Buyer's primary function will be managing all aspects of placing purchase orders; creating, sending, confirmations, delivery status, etc. This position will also be responsible for raw material and MRO ordering, managing material returns, and the overseeing of several supplier VMI programs and various annual renewal contracts.

IEM's employee-owned, worker cooperative structure provides a unique opportunity to not only work with a highly skilled and dedicated group of people, but to also participate in a democratically run organization.

### **Essential Job Duties**

Utilize an Epicor ERP system to accurately transfer small and large BOMs into Jobs as material lines; that will trigger to be purchased in the MRP function of the software.

Review all MRP purchases and MRO requisitions and order accordingly, ensuring the prompt purchase of materials, parts, and components and balancing cost, delivery and quality with experience and knowledge of effective purchasing practices.

Process annual renewal service contracts required by various operating committees that oversees building & maintenance, shop equipment, and computer software and hardware.

Be the back up to the Manufacturing and Purchasing Managers, as required.

### **Required Skills**

The candidate must possess the ability to communicate effectively with a broad range of people, from engineers to suppliers, and accurately disperse information between parties. Ability to articulate professional communications and well written communications. The effective processing of information is essential.

Ability to calculate figures and amounts such as discounts, unit of measure ordering/costing, percentages, converting fractions into decimals and familiarity with both English and Metric systems.

### **Other Non-Required Skills/Experience - a Bonus**

Ability to read and interpret blue prints  
Purchasing Certification(s)  
Shipping & Receiving experience  
Job operation and material routing experience

### **Required Experience**

The candidate must be proficient in MS Office and ERP/MRP systems and possess strong organizational and prioritizing skills. As the back up to the Manufacturing and Purchasing Managers, this position requires a high degree of dependability, strong problem solving skills, and good decision-making capabilities.

Please e-mail your resume to [hr@isthmuseng.com](mailto:hr@isthmuseng.com) No phone calls, please  
See our web site for additional company information [www.isthmuseng.com](http://www.isthmuseng.com)