

Position Title	Purchasing Agent
Category	
Job#	2016003
Company	DFS
Location	Boise, ID
Date Posted	2/1/2016
Type	Full Time

#### SUMMARY:

This position is responsible for processing Bill of Materials and the timely procurement of materials, services and equipment to meet production schedules and maintain target inventory levels. This position is also responsible for the inventory control of the products and services as assigned.

#### RESPONSIBILITIES:

- Review requisitions, inventory reports, and direct buy report and initiate purchase orders in the ERP system (Encompix) for materials, consumables, equipment, and tooling to support manufacturing operations in accordance with company goals and initiatives.
- Secure and analyze quotations; negotiate prices and terms with suppliers; and recommend suppliers with respect to cost, quality and delivery competitiveness for assigned responsibilities
- Maintain accurate item master information within the Encompix ERP system.
- Evaluate, enhance and utilize ERP reporting tools to improve purchasing and inventory controls.
- Function as an advocate of Encompix system to maximize functionality and information availability for end users, including training and support;
- Communicate and work effectively with all members of the inventory control/material handling and shipping departments in addition to other internal and external contacts.
- Continue to seek opportunities to improve the purchasing function and relationship within the manufacturing setting. Continually develop expertise to support growth for new projects.
- Perform other related duties as required

#### SKILLS:

0 to 3 years of buying and inventory experience in a manufacturing environment.  
Superior Microsoft Excel skills and strength in written and verbal communication.  
Strong analytical skills  
Strong knowledge of bill of materials and how they affect the company processes  
Fluent in inventory processes and procedures

#### EDUCATION AND EXPERIENCE:

Four year degree in a related field of study (e.g., business, supply chain, finance, accounting) required

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