

JOB POSTING

Job Title: Commodity Specialist I

Department: Materials

FLSA/Grade: Non-exempt, Grade 7

Annual Rate: \$62,000 - \$68,000

Purpose:

To develop external sources of supply to ensure the company's requirements for goods and services are fulfilled at the highest quality relative to requirements.

General Qualifications:

- Ability to procure materials needed in a manufacturing environment and an understanding of material procurement procedures.
- Demonstrated written, verbal, math, interpersonal, and organizational skills gained through an Associate's degree program.
- 3 years related work experience.
- Ability to work in a team based environment and a commitment to continuous learning and improvement.

Typical Responsibilities:

- Ensure that the company's needs are met through the selection and development of suppliers.
- Ensure that suppliers are aware of company's requirements and are capable of meeting quality and delivery objectives.
- Form partnerships with key suppliers to ensure that any product enhancements that may benefit the company's final product are reported.
- Understand and adhere to legal and ethical issues in all phases of dealing with suppliers from contract negotiation through contract fulfillment.
- Adhere to departmental and company policies and procedures.
- Work closely with Quality Assurance and Engineering to (a) qualify new suppliers, (b) understand issues related to quality and specifications of purchased parts, and (c) ensure proper communication flow between UE and suppliers.
- Order, expedite, reschedule, and review requirements for purchased material.
- Ensure correct pricing is invoiced, and debit memos are taken for returned material, on a timely basis.
- Participate in the development of the departmental business plan.
- Maintain safe work environment by following company safety procedures.
- Perform other duties as assigned.
- Participate in Lean activities