

PURCHASING AGENT

Responsible for purchasing all OEM materials utilized in the manufacture of all G.A.Braun products utilizing the MRP within the Visual ERP system. The Purchasing Agent is responsible for annual negotiations and monitoring of supplier's performance which includes maintaining the approved suppliers list and the supplier rating system.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Provide continuity of supply for all purchased materials at best quality, cost and on-time delivery. You are responsible for commodity planning strategies for cost reduction, supplier quality improvement and increased on-time delivery. Negotiate large volume purchases, blanket orders and contracts.
2. Help formulate individual supplier strategy for annual negotiations. Prepare annual usage reports to be used in sending out RFQ's for suppliers. Prepare formal letters with RFQ's to predetermined suppliers. Arrange formal meetings with the predetermined suppliers for negotiations to be held between suppliers and G.A. Braun.
3. Maintain purchasing data within Visual (part maintenance) to include maintenance of appropriate fields such as manufacturers name, part numbers and current costs etc. In addition you are responsible for the management of the MRP process. Responsible for taking a proactive approach to how items are set up in the system for ordering, such as, adjusting safety stock, VMI, etc.
4. Responsible to identify and notify the Assembly Manager, Production/Master Scheduler and/or Fabrication Manager of part shortages well in advance of required due dates. In addition to notification you are to take steps to prevent such reoccurrences by putting the appropriate corrective actions in place.
5. Responsible for maintaining, recording and reporting key supplier performance in the Supplier Rating System.
6. Responsible to participate in the "Annual Physical Inventory" following guidelines and requirements set forth by Inventory Control Manager. Work with the Inventory Control Manager to crosscheck areas that are suspect, make final inventory adjustments, and report the final results to the Inventory Control Manager. Results of the physical inventory are to be taken into considerations to rectify any continued faults in the control system.
7. Reviews market, price, delivery conditions, and trends to determine present and future material availability.
8. Analyze types of inventory, such as consumable, pull, VMI, and adjust as necessary.

9. Work closely with Planning Department and Inventory Control Department to ensure locations of existing parts and new parts being added to the system are designated properly in the ERP System.
10. Create, maintain and follow all associated ISO/Quality Documents in accordance to the G. A. Braun Quality System where needed to perform your job function.
11. Other duties as assigned.

EDUCATION AND/OR EXPERIENCE:

Bachelor's degree in Business and/or 10 years experience in an equivalent manufacturing procurement environment. Experience in an industrial purchasing, inventory, warehousing, and traffic management setting required. Extensive knowledge of Supply Chain Management and hands on experience in an MRP environment a must.

Braun offers a competitive salary and benefits package, commensurate with experience. Interested candidates should send resume and cover letter with salary requirements to: **G.A. Braun, Inc.; Human Resources; PO Box 70, Syracuse, NY 13205-0070**, or send a **confidential fax to (315) 475-4130**.

Affirmative Action/EOE/M/F/D/V