

**Job Title: Purchasing Analyst**  
**Reporting To: Master Scheduler**  
**Date: 07/29/03**  
**Revision 1**

**Position Summary:**

This position supports the Master Scheduler in order to achieve Seneca Data's total cost objectives, to ensure continuity of supply and demand, and to enhance supply chain flexibility to meet changing manufacturing/customer needs.

**Principal Responsibilities:**

- Manage material in-flows to meet or exceed Seneca Data's fiscal inventory goals while supporting a customer service level as mutually agreed upon with Seneca Data Sales and Marketing Segment leadership.
- Work with RMA & Accounting personnel to resolve supplier issues.
- Responsible for finding the best price amongst suppliers.
- Working on our Configurator
- Backing up the Master Scheduler
- Perform other duties as assigned or requested.

**Experience:**

3 months to 1 year of business experience.

**Education:**

Minimum of a 2 year college degree, experience with computers is desirable

**Travel:**

Some travel maybe required.

**Other:**