



**Job Title:** Purchasing Agent

**Division:** Kentucky Trailer Manufacturing (KTM)

**Location:** Louisville, KY

**Reports to:** Director of Purchasing

**Job Type:** Full-time

**Description:**

The Purchasing Agent is responsible for purchasing and cost out activities at KTM. The major focus will be ensuring material availability while achieving the lowest total cost to the organization. This position will be responsible for sourcing, planning, and buying assigned material in a timely and cost effective manner, while maintaining appropriate quality standards and specifications.

**Requirements:**

- Bachelor's Degree preferred or technical education with experience
- Minimum 5 years' experience in a manufacturing environment
- Highly organized and motivated, ability to work independently, and maintain accurate and detailed reports
- Experience leading and managing a team is strongly preferred
- Develop, analyze, and monitor production data to determine the appropriate method to ensure the right material in the right place at the right time
- Great problem solving skills
- Strong attention to detail and sense of urgency
- Excellent verbal communication and interpersonal skills
- Advanced knowledge of Microsoft Office products (Word, Excel, PowerPoint, and Outlook)
- Knowledge of manufacturing process mapping
- Proficient with manufacturing ERP systems
- Maintain supplier relationships with multiple levels
- Proven ability to develop supplier performance and behavior
- Proven critical thinking skills and long term/strategic vision

**Position Key Accountabilities:**

- Forecast procurement needs
- Review quotes and order materials and services
- Track purchasing activity and report measurements

- Discuss defective or unacceptable goods with users, vendors, and others to determine the root cause and take corrective and preventative action
- Develop and review purchase requests and ensure authorization as necessary to facilitate the timely purchase of material
- Help to lower costs through negotiations and secure agreements
- Liaise with accounting to ensure accurate and timely payment
- Build and develop relationships with key suppliers and customers
- Review and execute order action requirements, ensuring the right material at the right time.
- Effectively manage inventory turns (16 turns)
- Mitigate exposure to freight costs through consolidation and negotiation
- Monitor change orders to ensure appropriate material availability
- Review and respond to monthly supplier performance metrics
- Other duties as assigned

### **Fundamental Irreplaceable Behavior Values:**

Interpersonal Skills: Easy to get along with. Treats all people with dignity and respect. Always approachable, never rude. Aware of and sensitive to what other people are feeling. Is at ease with people at all levels. Does not belittle the opinions or work of other people, regardless of their status or position. Deals effectively with a diverse workforce. Demonstrates a high degree of “emotional intelligence.” Truly values and genuinely likes people. Treats others as important person. Serves others.

Ethics and Integrity: Admits mistakes in spite of the potential for negative consequences. Presents unpleasant or disagreeable facts in an appropriate manner. Keeps promises; meets goals and deadlines. Avoids situations and associations that could be considered inappropriate. Honest in all dealings. Upholds and models organization’s values. Does what you say you will do. Is forgiving when feeling mistreated.

Business Demeanor / Temperament: Displays a positive attitude and optimism about the work to be done, the people he or she works with, customers, management, and company policies. Has a constructive sense of humor. Maintains a calm temperament and pleasant demeanor. Shows self-control. Does not spread gossip or rumors. Acts as a positive influence on others. Is courteous, cooperative, and helpful. Is humble, never boastful, or arrogant.

Accountability: Accepts personal responsibility for the quality and timeliness of his/her work. Acknowledges and corrects mistakes. Does not make excuses or blame others for errors or problems. Carries his/her fair share of the workload. Does what he/she commits to doing.

### **Excellent Performance Outcomes for 2016:**

1. Fully participate in truck body cost and weight reduction team with emphasis on converting fabricated parts to roll formed and fastener review for cost effectiveness.
2. Participate in implementation of Syteline upgrade and lead effort from Purchasing perspective
3. Capacity planning – Monitor increase KTM capacity, especially truck body, to ensure supply chain integrity and material availability to ensure material availability
4. Develop strategic planning to vertically integrate KT supply chain with roll forming supplier partner.

5. Develop strategic planning to mitigate long lead time fastener deliveries both from domestic and overseas sources.
6. Validate and develop current hydraulic/pneumatic supply chain partner.