



JOB DESCRIPTION:

Purchasing Agent

Company	E-N-G Mobile Systems, LLC	Title	Purchasing Agent
Reports to	<u>Procurement Manager</u>	FLSA Classification	Non-Exempt
Office Location	Fayetteville, NC	Hours of Work	8:00am – 5:00pm Monday through Friday

Company Description:

E-N-G is a leading U.S. manufacturer of specialized vehicles, headquartered in Concord, CA, with a new facility in Fayetteville, NC. We are proud to be an innovative producer of a diverse line of mobile technology products since 1977. E-N-G designs, develops, and manufactures specialized vehicles including Mobile Laboratories and threat detection units, wireless support, RF Test and broadcast vehicles with highly technical applications in the fields of public health, medical, advanced technology, Incident command & control and utility services based on SUV's, vans, trucks, trailers, containers and numerous other platforms. In addition, E-N-G manufactures specialty vehicles for government, homeland security and public safety agencies. Examples are emergency response, tactical, deployment and EOD units, crime scene investigation, internet crimes, crisis negotiation, HazMat, communications, surveillance, command, outreach plus service and modifications to existing vehicles.

E-N-G collaborates closely with each client and end-user to fully understand their intended applications and specialized needs. Our ability to take sophisticated, complex ideas and translate them into easy-to-operate, high-quality mobile systems has led to our success where we have delivered more than 1,500 specialty vehicles to customers around the world.

We are looking for a full-time, hardworking, self-motivated individual to take on the challenge of the role of Purchasing Agent. This position will be responsible for day-to-day purchasing activities of all materials, under the direction of the Procurement Manager and will be required to meet the production needs for our facility in Fayetteville, North Carolina. The individual must be reliable, goal-oriented, and motivated to achieve improvement on a continuous basis.

For more information on E-N-G's products and services, please visit www.e-n-g.com.

Objective:

This position will support manufacturing operations through day-to-day management of all raw material purchasing functions.



GENERAL DUTIES & REPOSNSIBILITIES:

Purchase materials and parts and maintain correct inventory levels as required by the following:

- Ensure all purchases meet the required specifications.
- Ensure parts and materials are available to make sure production continuity is uninterrupted.
- Compare suppliers to ensure that the company is receiving the best quality, delivery, and price available.
- Maintain files of completed and open purchase orders, ensuring that back-ordered items are reviewed daily to expedite their delivery. Record delivery dates and advise applicable personnel when delivery dates are anticipated.
- Ensure that invoices received correspond with quoted prices and that all taxes charged are applicable.
- Prepare purchase orders, apply for tax exemptions and forward for approval.
- Arrange for suitable settlement on defective, substandard, or incorrect materials received from suppliers.
- Coordinate with Inventory Control Specialist as required to ensure stock levels are maintained at proper levels to control costs as well as to ensure production is not interrupted.
- Seek out prospective suppliers to receive quotations and compare prices by ensuring that change of supplier is substantiated and authorized by applicable management.
- Track all shipments and update tracking information in Smartsheet daily.
- Ensure that proper insurance coverage is applied to shipped goods (whenever required).
- File paperwork and follow up on lost shipment freight claims.
- Assist finance as directed on physical inventory.
- Ensure that all aspects of his or her area of responsibility are always in full compliance with the procurement process system.

EDUCATION, EXPERIENCE KNOWLEDGE, SKILLS, & ABILITIES:

- Minimum of High School diploma; associates/bachelor's degree preferred.
- Must have a valid NC driver's license and be able to drive company vehicle/truck to procure and pickup items from local vendors on a "as needed" basis.
- Exceptional customer service skills.
- Ability to manage multiple projects under tight deadlines.
- Good written communication skills.
- Excellent verbal/people skills.
- Intermediate to Advanced user of MS Office, specifically Word and Excel.
- 2-3 years' experience in a buyer or other purchasing position.
- Familiarity with basic inventory management principles.
- Experience with purchasing in a manufacturing environment.
- Familiarity with SDS sheets and record retention requirements.



- 3-5 years of MRO experience (maintenance, repair, and operations) preferred.
- 2-3 years of experience with ERP and barcoding (System specific training to be provided)

Physical Demands

- Should be able to stand and walk on level and inclined surfaces for extended periods of time. This positing may also have to climb stairs, ladders, ramps, and stand at a workstation for an extended period.
- Should be skilled in using computers and all its peripherals, as well as operating some software and applications. Ability to lift to 50 lbs.

SPECIFIC STATEMENT OF RESPONSIBILITIES & DUTIES:

The Purchasing Agent is responsible for the day-to-day purchasing activities of all materials under the direction of the corporate Procurement Manager. This will include in detail, but not limited to the following:

SPECIFIC RESPONSIBILITIES & DUTIES (Estimated Time Consumption):

Administrative & Clerical: 65%

- Solicit quotes, negotiating, analyzing and procurement of materials and services.
- Issue POs for all BOM required SKU items needed, using best price and quality practices.
- Scan and issue all PO and quote copies to the electronic filing system for future reference.
- Issue copies of all POs to the Inventory Control Specialist to use during the receiving process.
- Issue all needed POs for min/max and consumables, using best price and quality practices, in coordination with the Inventory Control Specialist. Also responsible for scanning copies to the electronic filing system for future reference.
- Enter (manually) all new SKUs into ERP so that inventory correctly flushes from the system as items are consumed.
- Ensure any items needed on a build, not on the BOM and not listed in ERP system are reported to engineering for creation of a SKU.
- Ensure that any established SKU needed for the build that is not listed on the BOM, is reported to engineering to be added to the BOM for proper inventory reporting when the job is completed.
- Update and maintain all EVO SKUs (enter supplier part numbers and supplier Code as new suppliers are established for existing SKU's)
- Process requisitions in a timely manner to ensure spend is accurately processed and documented.
- Liaison with suppliers in investigating opportunities to lower the cost of goods sold.



- Manage the execution of purchases to leverage spending in coordination with the finance & accounting team.
- Follow up daily on all quote requests (phone calls and/or emails) to ensure that needed items get ordered in a timely manner ahead of all open jobs. Any delays to be promptly reported to the Procurement Manager for updates to the management and sales team.
- Drive for continuous improvement in all relevant work processes.
- Other duties as assigned.

Relationship Management: 15%

1. Monitor supplier performance/productivity improvement criteria and measures as set forth by management.
2. Review prices in marketplace and develops knowledge on industry characteristics and trends to optimize operational spend.
3. Assist in the building of term accounts for all supply chains to reduce credit card expenditures, negotiate competitive pricing and diversify suppliers.
4. Assist in the managing of relationships with current vendors and the diversification of new relationships with potential vendors to ensure continuity of supply and reduce production vulnerabilities.
5. Maps key supply chains with whom relations need to be established and maintained.
6. Use agreed reporting and communication structures to ensure management is adequately informed of initiatives.
7. Promote interaction between end-users and suppliers to ensure supplier development and appreciation of end-user requirements.
8. Behave in a professional manner to project a positive image of procurement to the organization.
9. Establish personal and team credibility by ensuring quick resolution of procurement issues.
10. Deliver consistently on commitments.
11. Develop working relationships with key suppliers to ensure that all products adhere to safety, health, and environment.
12. Liaise closely with the end-users in determining their requirements to provide early input into the sourcing process.
13. Other duties as assigned.

Reporting and Other Support Functions: 20%

14. Measure & report value-added savings to Procurement Manager.
15. Support/assist Inventory Control Specialist in the monitoring and enforcement of inventory control for accurate reporting to finance
16. Utilize project management reporting tools to ensure continuity of production with no interruptions.
17. Provide frequent updates on critical lead times to the management team to ensure supply continuity.
18. Report new sources for current and new products to help lower manufacturing costs while maintaining quality standards.



19. Provide support to and at the direction of the Inventory Control Specialist in performing periodic warehouse inventory audits and reports to finance.
20. Ensure that inventory transfers are properly coordinated with the Finance Department, to maintain accurate inventory.
21. Keep the end-users informed regarding the latest issues involving their requirements and the influences that external forces could have on their situation.
22. Monitor supplier delivery and quality performance and reports findings to the head of procurement. Address performance issues with suppliers where appropriate.
23. Participate in production planning and other meetings as needed to provide critical supply information to the management team.
24. Track improvements over time, monitors execution, and modifies plan where appropriate to keep pace with changing business imperatives.
25. Ensure that local sourcing practices and processes conform to overall procurement policies.
26. Take remedial action when implementations fall behind target. Ensure that items are delivered on time and expedites where necessary.
27. Recommend potential sources of supply from knowledge of market, existing supplier service levels, and competitive sources of supply.
28. Other duties as assigned.

The purchasing that the candidate oversees may be routine, change frequently or involve a mix of both. Through directives instituted by the Procurement Manager the candidate will assist with the assurance that the inventory and purchasing needs of the company are met.

The candidate will endeavor to continuously diversify supply chains and secure cost savings, while maintaining a quality standard of materials purchased as required by management. They will also provide support in the gathering and evaluation of data to ensure a state of continuous improvement in procurement and inventory processes. The candidate must display the ability to build good relationships with all vendors with whom they work.

The Candidate will work closely with a variety of internal departments, such as finance/accounting, operations, production, sales, and design/engineering. The candidate must also employ, encourage, and enforce safe work practices with those the candidate interacts, as well as self. The candidate must also display good negotiating, communication, and organizational skills, which are fundamental for this role.

An understanding of the supply market for each category, familiarity with supply market conditions and the ability to determine opportunities for cost reduction and supplier enhancement, is important.

Job Type: Full-time

This job description in no way states or implies that these are the only duties to be performed by the employee incumbent in this position. The employee will be required to follow any other job-related



instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities listed above are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, or disability status.

E-N-G Mobile Systems is an Equal Opportunity Employer: Female / Minority / Disability / Protected Veteran / Sexual Orientation / Gender Identity