

Job Title: Purchasing Specialist  
Department: Purchasing

Posting Open: 1/14/19  
Posting Closed: 1/16/19

This position reports to the VP of Operations and is responsible for administering Combat Brands' domestic and international purchasing.

The Purchasing Specialist will ensure products and supplies are ordered in a timely manner, while ensuring costs are competitive and quality meets expectations. They will work closely with existing vendors and suppliers, while assisting in the development of new vendor/supplier relationships.

#### Responsibilities

Essential duties and responsibilities include the following:

- Maintain records of goods ordered and received
- Locate and review vendors of materials, equipment or supplies, and interview them in order to determine product availability and terms of sales
- Prepare and process requisitions and purchase orders for supplies and equipment
- Manage towards purchasing department budgetary goals
- Analyze market and delivery systems in order to assess present and future material availability
- Follow purchasing and contract management instructions, policies, and procedures
- Participate in the development of specifications for equipment, products or substitute materials
- Resolve vendor or contractor grievances, and claims against suppliers
- Review, evaluate, and approve specifications for issuing and awarding bids
- Fully utilize and maintain information contained in systems
- Coordinate with Product and Warehouse teams to ensure shipped product is processed timely and placed into inventory
- Work with Customs/Manufacturing manager to ensure proper supplies and materials are ordered and processed accurately in MOM
- Work closely with international shipping broker to monitor progress of incoming shipments

#### Other Skills and/or Abilities:

- Minimum of 2 years purchasing experience required
- Demonstrated analytic skills
- Proficient with Excel
- Knowledge of MOM a plus
- Proven ability to multi-task and meet departmental goals and deadlines
- Project management effectiveness
- Skilled at measuring performance
- Ability to effectively present information in both one-on-one and group situations
- Excellent communication and interpersonal skills, verbal & written
- Develop strong partnerships with cross-functional team members

---

To apply for this position, fill out the information below and submit this form to Human Resources by the "Posting Closed" date.

Employee Name \_\_\_\_\_ Time In Current Job \_\_\_\_\_

Current Supervisor \_\_\_\_\_ Current Job \_\_\_\_\_