

JOB DESCRIPTION – PROCUREMENT LEADER

DEPARTMENT: Operations - Note this job is based at Spillman Company in Columbus, Ohio

JOB TITLE: Procurement Leader / Safety Leader

REPORTS TO: General Manager

PURPOSE: The Procurement Leader / Safety Leader is responsible for procurement and management of parts and supplies necessary for the manufacture of our products. In addition, they will be responsible for the implementation of the company's safety policies and expectations and ensure that the company complies with health and safety laws.

JOB DUTIES:

- Sources material based of a bill of materials requirements
- Develop and maintain schedules necessary for procured parts.
- Negotiates blanket purchase orders when appropriate and monitors cost during the time period.
- Works closely with qualify department to ensure proper supplies arrived.
- Qualifies new supply sources
- Maintains vendor scorecards
- Inventory management – balance between frequent inventory turnover and good customer support.
- Ensure procurement team activities are positively impacting profitability and constantly look for opportunities to improve.
- Identify systemic issues and new business challenges as soon as possible and work together with leadership team to resolve and mitigate risks.
- Collaborate with other departments and team members to maintain due dates and delivery schedules.
- Develop and execute health and safety plans in the workplace according to legal guidelines
- Establish a culture of health and safety
- Evaluate practices, procedures and facilities to assess risk and exposure verses company polices
- Conduct training and presentations for health, safety, and accident prevention
- Investigate accidents or near misses to discover root causes

- OSHA compliance, record keeping, and reporting
- Handle worker's compensation claims
- Report monthly on health and safety KPI's
- Collaborate with Afinitas corporate Safety Summit
- Exemplify and promote a people centric philosophy.
- Cooperate with other Afinitas sites to do what is best for the whole organization.
- Work together with other functional site leaders to do what is best for the site.

JOB REQUIREMENTS:

- Basic understanding of mechanical concepts.
- Basic understanding of product line, customer base, and end markets.
- Excellent organizational skills.
- Excellent communication skills.
- Attention to detail.
- Willing to serve customers, coworkers, and team members.
- Bill of material and drawing
- Familiarity with ERP systems
- Commodity market trends

BASIC PHYSICAL REQUIREMENTS:

KEY:

Occasional = 0% to 33%

Frequent = 34% to 66%

Continuous = 67% to 100%

N/A = Not Applicable

Standing	Occasional
Sitting	Continuous
Walking	Frequent
Bending/Kneeling/Crouching/Stooping	Occasional
Reaching above shoulder	Occasional
Climbing (stairs, ladder, etc.)	Occasional
Working on unprotected Heights	N/A
Working on protected Heights	N/A
Lifting weights from 0 to 20 pounds	Frequent
Lifting weights from 21-40 pounds	Occasional
Lifting weights from 41-60 pounds	Occasional
Lifting weights from 61-80 pounds	Occasional
Lifting weights over 80 pounds	N/A
Push/ Pulling equipment/products etc. weighing from 0 to 50 pounds	Occasional
Being around or operating moving machinery/equipment	N/A
Operating a vehicle (as a part of your job)	N/A
Hand Movements: Recording Data	Frequent
Operating office equipment	Frequent
Operating Computer	Frequent
Simple Grasping (right and left)	Frequent
Firm Grasping (right and left)	Frequent
Fine Manipulating (right and left)	Occasional
Foot movements to operate foot controls	N/A

Vision: Good Vision, corrected to normal: or ability to access required information and to perform job duties.

Hearing: Good hearing, corrected to normal; or ability to communicate/understand-required information and to perform job duties.

Mobility: Ability to be mobile throughout required work area.

BASIC MENTAL REQUIREMENTS

This job requires the mental abilities to effectively support all equipment. Additionally, the incumbent is required to work with Customers and other Afinitas employees to adequately perform assigned job duties.

WORKING CONDITIONS AND EXPOSURES:

The general office environment and conditions with the occasional trips that will be going through the manufacturing facility.

JOB QUALIFICATIONS:

Education:	Associate Degree or Bachelors Degree preferred or 10 years related experience
Experience:	Have demonstrated the knowledge, skills and abilities to perform the above-mentioned tasks.

Note: This is not necessarily an exhaustive list of the job duties and requirements associated with this job but are intended to represent an accurate reflection of the current job.
