



## **JOB OPPORTUNITY**

**Date:** March 6, 2017  
**Position:** Purchasing Agent  
**Location:** Jacksonville

Coordinate activities involved with procuring goods and services for the company by performing the following duties

### **PRIMARY RESPONSIBILITIES:**

Order product from Japan:

- Process purchase orders using sales and forecast information
- Communicate with Japan on deliveries and shipments
- Track shipments
- Research product quality issues with Production and Purchasing

Display development:

- Obtain specifications from Marketing and Sales
- Coordinate requirements with suppliers
- Negotiate pricing
- Review pricing and invoicing

Order packaging material:

- Coordinate artwork requirements with Marketing and Suppliers
- Work with Engineering on packaging sizing and development
- Negotiate price and delivery

Organize and maintain packaging inventory by:

- Double checking and monitoring inventory for discrepancies
- Monitoring computer entry of packaging material
- Work with Production and suppliers on packaging quality issues
- Apply Lean practices in inventory control

Reports:

- Participate in cost reports for annual standard cost review
- Participate in annual Import schedule
- Provide Duty reports to VP of Materials
- Participate in semi-annual review of Slow Moving/Obsolete Inventory
- Provides reports to Purchasing Manager and VP of Materials as requested

Customs/Duty:

- Communicate with Customs Brokers,
- Track containers and provide updates to Production and Purchasing
- Approve duty invoices and process check requests
- Disseminate shipping/invoice paperwork to intended parties

### **MINIMUM REQUIREMENTS:**

Bachelor's degree plus 5 years purchasing experience to include procurement of packaging material (i.e., blister cards, chip boxes and master cartons). PC literate with working knowledge of Microsoft suite of software.