

9-10-20

Warehouse/Purchasing Specialist

Job Description

Type: Full Time Non-Exempt

Reports to: Maintenance Manager

Position Summary:

This is a skilled position responsible for maintaining inventory accuracy while coordinating and expediting the purchasing of materials, parts and equipment that supports the site maintenance requirements.

Essential Job Functions:

1. Utilizes the plant CMM system to purchase parts, materials, safety and maintenance items.
2. Master and own the CMM system for parts inventory in all phases of the program.
3. Properly document all goods received and shipped.
4. Maintain an organized office area.
5. Stock and order replacement parts into the proper location in the plant.
6. Seek competitive pricing for the best value for goods and services.
7. Transfer documents to proper departments.
8. Take ongoing warehouse inventory to physically review stock counts.
9. Provide valuation reports to accounting as needed.
10. Must be able to react to change productively and handle tasks as assigned.
11. Maintain warehouse in an orderly and clean manner.
12. Maintain a team environment with other plant departments and champion Dakota Ethanol LLC in the community.
13. Adhere to all safe work practices as a condition of employment; complies with OSHA and safety requirements.
14. Must be able to multi-task with accuracy and concentration under stress to meet deadlines and productivity demands.
15. Perform other duties as assigned.

Education/Experience:

High school diploma or equivalent. Proficient with Microsoft Office, Word, and Excel.

Experience in vendor relations, warehouse management, prioritization, and planning work activities to manage time effectively.

Forklift experience and knowledge/background in industrial manufacturing would be a plus.

Physical Requirements:

Must be able to: Climb ladders and stairs, lift and move up to 60 lbs., work at heights, and meet call-in requirements as needed. Overtime hours may be required.

Work Environment:

Office environment with telephone and computer work. Regularly exposed to dust, odors, fumes, noise, and temperature variations.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.