



Purchasing Specialist

Position Description

Department: Operations	Reports To: Operations Manager
FLSA Status: Salaried	Position Status: Full Time
Position Location: Indianapolis	Updated: 9-Oct-24

Employee Receipt

I have received and read this position description and can perform the essential functions of the job as well as the physical and work environment demands and agree to perform accordingly.

Employee Signature:

Date:

Print Name:

Summary of Functions

Purchasing Specialist plans, purchases, receives, checks, and controls inventory of production materials and finished goods supporting manufacturing, service, and order fulfillment.

Purchasing Specialist works closely with other departments and interacts with team members in order fulfillment, engineering, production and service. This position requires knowledge of purchasing and fulfillment processes, great customer service skills, and very high attention to detail.

Our VNAs are next generation analyzers designed to meet the needs of 21st Century engineers. Our VNAs include an RF measurement module and a processing module, a software application which runs on a PC, laptop or tablet, connecting to the measurement hardware via USB interface. CMT was awarded innovation and product leadership awards by Forest & Sullivan in 2015 and 2017, as well as Customer Value Leadership Award in 2020.

Job Duties

- Develops and executes annual procurement plan
- Determines and maintains adequate inventory levels



- Handles the purchasing process of production components, accessories, service parts, and tools & equipment for the entire company
- Negotiates with vendors for the purchase of all materials, supplies, and equipment.
- Coordinates delivery schedules
- Creates, reviews, and submits purchase orders in a timely manner.
- Manages incoming material/inventory and follows up with suppliers on delivery requirements.
- Troubleshoots discrepancies between the purchase orders and material packers/invoice.
- Manages relationships with suppliers and vendors
- Ensures accurate set up of product cards in the ERP system
- Assists Finance team in reviewing and approving purchase orders and invoices
- Provides required information to Finance department to support accounting processes, COGS calculation and regular financial reporting
- Collaborates with all company departments regarding their needs related to component and finished goods availability and logistics

Management Responsibilities

- NA

Education and Qualifications

- Associate's degree in business, manufacturing operations; or equivalent combination of education and experience
- Procurement experience in electronics highly desirable

Knowledge, Skills, and Abilities

- Microsoft Office applications: Word, Excel, Outlook, MS Teams, SharePoint Online
- Experience working with ERP systems
- Detail oriented
- Ability to prioritize tasks and make decisions in a fast-paced environment
- Strong writing and verbal communication skills

Certifications, Licenses, Registrations



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