



## **Purchasing Scheduler Job Ad**

Staub Precision Machine is seeking experienced, team oriented purchasing/scheduling professionals to join the company. The company manufactures and sells precision machined parts for their customers mostly in the medical, aerospace and communications industries. If you are looking for a company built on respect, we are looking for you!

The responsibilities for this role revolve around processing purchasing transactions and maintaining inventories of material, supplies, and products.

### **Essential Duties and Responsibilities**

- Prepare purchase orders, solicit bid proposals, and review requisitions for goods and services.
- Evaluate suppliers based on price, quality, service, support, availability and reliability.
- Negotiate and administer contracts with suppliers, vendors, and other representatives.
- Analyze price proposals and other data and information to determine reasonable prices.
- Review product specifications, maintaining a working technical knowledge of the goods or services to be purchased.
- Perform inventory cycle counts, spot counts and month end reconciliation process; research any variances and authorize appropriate inventory adjustments.
- Assists with timely and accurate planning of material requirements to support manufacturing. Plans, schedules, and monitors movement of materials through production cycle
- Determines material requirements for engineering runs and production runs.
- Participates in development of detailed, achievable production schedules, measures and reports performance to schedule.
- Reviews master schedule weekly to ensure supplies match production demand.
- Performs other related duties and assignments as required.

### **Qualifications/Skills**

- Bachelor's Degree is preferred
- 3-5 years of purchasing *and* scheduling experienced is highly desired
- Experience with database management
- Experience with Enterprise Resource Planning (ERP) or Materials Requirements Planning (MRP) and supply chain software.

Starting rate is based on experience and we offer an excellent benefit package, including Health Insurance, 401K retirement plan, paid time off, and holidays.

Please no phone calls or drop offs.

*Staub is an equal opportunity employer.*