



Position Description

Position Title:	Purchasing & Inventory Manager	Date:	09/28/2021
Department:	Indirect	Classification:	Non-Exempt
Reports To:	Vice President/General Manager	Location:	Kiel, WI

Objective

To manage the day to day system activities in support of Rhine's material management activities. This position is also responsible maintaining accurate levels of inventory to support the customer demand and Rhine's financial requirements while maintaining the highest level of customer rating.

Essential Functions

- Develop and maintain optimum inventory levels to ensure on time deliveries to meet customer requirements
- Responsible for sourcing and negotiating the most favorable overall 'value' and lead time without compromising quality or customer requirements
- Issue and maintain purchase orders for raw materials and general purchasing.
- Source materials based on the bill of material
- Develop and implement purchasing strategies
- Manage supplier relations and negotiate contracts
- Ensure that all procured items meet the required quality standards and specifications (examples: REACH, RoHS, FDA)
- Collaborate with other managers to determine supply needs
- Coordinate and supervise receiving and warehouse procedures
- Oversee distribution of supplies
- Oversees cycle counting and inventory integrity
- Identify solutions for improvements in regards to material management through process evaluation and continuous improvement
- Resolve all order and invoicing discrepancies
- Work with suppliers in regards to any quality issues
- Work with Quality to insure all documentation is available for customer ppap requirements
- This position is the backup to Shipping.

Qualifications

- Degree in Inventory Management, Material Management, Supply Chain, or related discipline, or 10+ years of equivalent experience.
- 5+ years of relevant experience (with degree).
- Ability to think and act strategically
- Detail-oriented, ability to handle transactional work
- Works independently and prioritize in a fast-paced environment

- Strong negotiation skills
- Ability to communicate quickly, clearly, and effectively across multiple levels of the organization, including orally presenting recommendations to Senior Management

Language Skills

Ability to read and interpret documents such as safety rules, operation and maintenance instructions and procedure manuals in the English language. Ability to write routine reports and correspondence in the English language.

Physical Demands:

- Must be able to remain in a stationary position 50% of the time
- Must be able to frequently lift, push, pull, carry, stoop, kneel, bend, climb, and walk
- Constantly using hands and fingers to operate a computer and other office equipment

Working Conditions

- Works in a manufacturing environment
- Exposed to air contamination (dust, odor, and fumes)
- Heated and ventilated production floor