



Job Description

Job Title:	Purchasing Agent – Maintenance, Repairs and Operations (MRO)	
Location:	Rochelle, Illinois Plant	
Reports to:	Total Productive Maintenance Lead	
Level/Grade:	Type of Position:	Status:
	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Co-op/Intern	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt
General Description:	<p>The Purchasing Agent (MRO) reports to the Total Productive Maintenance Lead and has primary responsibility to procure all non-commodity goods and services: chemicals, enzymes, equipment, parts, supplies, tools, and repair and maintenance services for the plant at the lowest possible cost consistent with considerations of quality, reliability, availability, delivery schedule, and vendor service. In addition, the Purchasing Agent (MRO) will have responsibility for the oversight of organization and inventory stocking of the maintenance warehouse.</p> <p>In consultation with appropriate company personnel, possessing the product or service-specific knowledge, the Purchasing Agent (MRO) will review requisitions, determine the method of procurement, and interface with vendors to obtain the necessary information to make an informed selection decision. In addition, the Purchasing Agent (MRO) will review vendor proposals, negotiate contract terms and conditions, within the scope of authority, award contracts within the delegation of authority, and prepare purchase orders. For major purchases outside the position delegation of authority, the Purchasing Agent (MRO) will support senior management in contract negotiations.</p> <p>The Purchasing Agent (MRO) is responsible for ensuring vendor compliance with all terms and conditions of sale through timely delivery and payment, resolving disputes up to the delegation of authority, supporting senior management in the resolution of larger disputes and implementing corrective actions required to prevent future disputes.</p> <p>The Purchasing Agent (MRO) must possess good communication, organizational and negotiation skills and a strong business sense.</p>	
Work Schedule:	<p>This is a Monday - Friday position with a minimum of 45 hours expected. If there are critical supply run-outs or equipment failures in the plant, the Purchasing Agent (MRO) is expected to work outside of, and in excess of, normal hours to expedite purchases needed to maintain or reestablish plant operations.</p>	
Essential Duties:	<p>Purchase the highest quality merchandise with regards to quality, reliability, availability, delivery schedule, and vendor service at the lowest possible price and in correct amounts.</p>	

Prepare purchase orders, solicit bid proposals, and review requisitions for goods and services.

Research and evaluate suppliers based on price, quality, selection, service, support, availability, reliability, production and distribution capabilities, and the supplier's reputation and history.

Analyze price proposals, financial reports, and other data and information to determine reasonable prices.

Monitor and follow applicable laws and regulations.

Negotiate, renegotiate, and administer contracts with suppliers, vendors, and other representatives.

Confer with staff, users, and vendors to discuss defective or unacceptable goods or services and determine corrective action.

Evaluate and monitor contract performance to ensure compliance with contractual obligations and to determine need for changes.

Determine if inventory quantities are sufficient for needs, ordering more materials when necessary.

Respond to customer and supplier inquiries about order status, changes, or cancellations.

Contact suppliers in order to schedule or expedite deliveries and to resolve shortages, missed or late deliveries, and other problems.

Review requisition orders in order to verify accuracy, terminology, and specifications.

Prioritize and consolidate requisitions into minimal purchase orders to insure timely delivery.

Prepare, maintain, and review computerized purchasing files, reports, inventories and price lists.

Work closely with the accounting department to insure accurate financial reporting with regards to purchases.

Track the status of requisitions, contracts, and orders.

Calculate costs of orders, and charge to appropriate accounts.

Ensure that products and services are accurately and promptly accounted for in either the company's MAPCON purchasing application or Great Plains accounting system.

Drives continuous improvement in all aspects of assigned operations

Ensures high levels of productivity, efficiency, safety and team performance

Establishes performance standards, metrics and monitoring systems for all assigned operations

Leads by example (tough on performance/soft on people)

Establishes strong, collaborative relationships with all department/functions

	Champions new ideas to drive improvement to MRO processes
Work Environment:	Enclosed, heated/cooled office on plant site. Some minimal exposure, within OSHA limits, to dusty environments in the plant and potentially extreme weather conditions (heat, cold, rain, snow).
Physical Requirements:	Must be able to regularly lift up to 50#. Must be able to properly utilize required personal protective equipment while in the plant.
Work Experience:	Three or more years of experience in a similar position strongly preferred. Familiarity with typical commercial terms and general terms and conditions in maintenance, repair, and operations purchase contracts. Familiarity with ethanol plant operations preferred. Should be able to read and understand blueprints. Should have general knowledge in maintenance/process related activities. Some knowledge of sourcing strategies preferred. Strong negotiation skills preferred.
Personal Skills	Maintains high levels of productivity and effectiveness when experiencing major changes or when under pressure Effectively identifies and analyzes problems: Assembles relevant information and facts Identifies root cause Explores alternatives and implications Conducts thorough cost benefit analysis Determines most effective solutions Takes personal accountability & initiative: <ul style="list-style-type: none"> - Identifies issues (pro-active) - Takes action to resolve (can-do) - Goes beyond what is required (ownership) Strong personal effectiveness skills to include: Maintains composure even in highly visible conflict situations Deals effectively with others; seeks win-win solutions Demonstrates personal accountability and initiative Looks for new ways of doing things (creativity) Successful at building collaborative relationships

	Demonstrates maturity and balance behavior Establishes an “innovative environment” where new ideas are solicited, fostered and sustained
Education:	Required associate’s degree, training in vocational schools, or related on-the-job experience.
Computer Skills:	Proficiency with Microsoft Office products required (Word, Excel, and Outlook). Experience with computerized purchasing management software strongly preferred. Experience working with accounting systems such as Great Plains strongly preferred.

Prepared by:	Total Productive Maintenance Lead
Reviewed by:	General Manager
Approved by:	Human Resources
Issue Date:	January 23, 2012