



Purchasing Agent Maintenance, Repairs and Operations (MRO)

Illinois River Energy, a dry mill, corn-based processing facility that produces fuel grade ethanol and two forms of distiller's grains, located in Rochelle, Illinois, has an immediate opening for a Purchasing Agent - Maintenance, Repairs and Operations (MRO). This position 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, repair and maintenance services for the plant at the lowest possible cost consistent with considerations of quality, reliability, availability, delivery schedule, and vendor service as well as the organization and inventory stocking and maintenance of the plant warehouse.

In consultation with appropriate company personnel, the Purchasing Agent (MRO) will review requisitions, determine method of procurement, interface with vendors to obtain necessary information to make an informed selection decision consistent with that method. 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.

This position has responsibility 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 resolution of disputes and implementing corrective actions required to prevent future disputes.

The person in this position must possess a strong business sense and have good communication, organizational and negotiation skills.

To qualify for this position the successful candidate must have:

- Associates degree in a business/ technical field, vocational school training or related on-the-job experience
- Proficiency with Microsoft Office products (Word, Excel, and Outlook)
- Familiarity with typical commercial terms and general terms and conditions in maintenance, repair, and operations
- Experience and knowledge of purchasing contracts and common purchasing processes and systems
- Must be able to read and understand blueprints, have general knowledge of maintenance, repairs, and operations related activities
- Must be able to regularly lift up to 50 lbs.

Preferred:

- Bachelor's Degree in a business or technical field
- Knowledge of sourcing strategies
- Minimum of three-year's experience in a similar position
- Familiarity with ethanol plant operations
- Some knowledge of sourcing strategies
- Negotiation skills

If you are interested in applying for this position, please visit the Illinois River Energy Website at [www:illinoisriverenergy.com/employment](http://www.illinoisriverenergy.com/employment) for an application form and directions for submission. Position is open until filled.

Illinois River Energy is an Equal Employment Opportunity Employer