



**KAGOME FOODS INC.  
JOB DESCRIPTION**

**JOB TITLE: Purchasing Clerk**

**JOB IDENTIFICATION:**

DEPARTMENT:	Purchasing/Inventory	DIVISION:	KFI
LOCATION:	OSCEOLA, AR	FLSA STAT:	NON-EXEMPT
REPORTS TO:	Purchasing Manager/	HAY/SALARY GRADE:	11

**JOB PURPOSE AND SUMMARY**

This job requires the Purchasing Clerk to perform the following tasks:

- Order raw materials to meet schedule demands
- Maintain min/max levels of raw materials
- Maintain critical item list 3 weeks out
- Send shelf-life extensions when required and Hot room list
- Run MRP report at minimum 3x per week
- Maintain pricing in the Master Pricing File monthly
- Monitor shipments and invoicing of raw materials
- Gather information, including counting suspect material quantities, for scheduling to make sure all materials are in house
- Monitor pricing with suppliers
- Arrange freight for inbounds to get best quote
- Perform consumable report monthly
- Order Buttermilk
- Invoicing
- And any other duties as assigned by Supervisor
- Participate in physical inventories twice a year
- Support the review, understanding and compliance of all programs, policies and procedures contained in the Food Safety and Quality Management System.

**DUTIES AND RESPONSIBILITIES**

<u>ITEM</u>	<u>% OF TIME</u>	<u>JOB FUNCTIONS</u>
1.	40%	Order raw materials to meet schedule demands
2.	30%	Run MRP report and review
3.	10%	Maintain pricing in system for raw materials
4.	15%	work with scheduler to ensure all materials are in house to support production scheduled
5.	5%	arrange and monitor freight for inbound material
	100%	

## **POSITION DIMENSIONS AND QUALIFICATIONS**

### *Internal Contacts:*

Purchasing Manager, Operations Personnel, and Inventory Personnel

### *External Contacts:*

Vendors

### *Education Level and Focus:*

High School diploma or equivalent; Willingness to continue education through approved courses or classes that will enhance personal and professional growth

### *Years and Type of Related Experience Required:*

Some previous work-related skill, knowledge, or experience may be helpful in this occupation. Exposure to manufacturing environment.

## **SKILLS AND ABILITIES**

### *Uphold Kagome's Values:*

Employee works well with others as a team and treats others with respect. Conducts self in a professional manner and exhibits the highest level of integrity. Maintains a positive attitude through good working relationships with our customers, visitors, and co-workers that emphasizes our commitment to good customer service.

### *Employee Retention:*

Build a culture employees and/or co-workers want to be a part of. Be helpful to others and work as a team toward company goals. Participate in an exceptional onboarding experience for new hires and ensure they have the necessary tools to succeed in their roles by welcoming and assisting them

### *Interpersonal and Communication:*

Effectively able to communicate with management, co-workers and external contacts, good telephone skills

### *Technical and Analytical:*

Typing, PC and assorted software programs such as Excel and word processing, 10 key, operate general office equipment (e.g. copier, fax machine, typewriter). Ability to gather, analyze and identify problems

### *Administrative and Operations:*

Must adhere to departmental procedures; must also follow all safety guidelines, organize job responsibilities to complete work on a timely basis.

### *Physical Demands:*

Ability to sit and work in front of computer terminal for long periods (may sit for approx. 7+ hours with 2-hour intervals being in a stationary sitting position). May lift up to 25 lbs.

### *Work Environment*

Office environment with low to moderate noise levels with air conditioning and heat. May be required to go in warehouse area with high noise levels, wet floors, forklift and pedestrian traffic, extreme hot/cold climate. Safety Sensitive position.

### *Special Requirements:*

Willing to work overtime, holidays, and weekends as requested.