



JOB DESCRIPTION

Position Title: **Purchasing Manager/Scheduler**

Reports To: Plant Manager

Qualifications: Accounting Knowledge, Inventory Experience, Clerical Experience

Each position's major objective is to perform responsibilities in accordance with the Company's Corporate Values & Mission Statement: "SERVICE to our customers, employees, communities, and shareholders is the reason our businesses exist. In this service, we deeply value HONESTY, EXCELLENCE & CONTINUOUS IMPROVEMENT. We commit to work together fairly and safely, holding these values for the common good."

Major Responsibilities

- Assist each department with inventory of supplies, tools, and materials
- Develop understanding of forecasting needs
- Cultivate and maintain relationships with vendors and services associated with plant needs
- Issuing purchase orders to vendors and services as needed
- Coordinate with project management team to plan efficiently for daily production scheduling
- Create daily production schedules within operating system
- Optimize efficiency with time studies
- Post-Production entry of scheduled product
- Maintain organized filing system for all duties performed
- Other duties or special projects as assigned by management

Qualified applicants should apply online at www.dunnutility.com/careers.