

ONEIDA NATION ENTERPRISES, LLC

EMPLOYMENT OPPORTUNITY

Department:	Supply Chain
Position Title:	Purchasing Agent
Starting Pay:	Negotiable, based on experience

Position Summary:

The Purchasing Agent is responsible for the sourcing, primary negotiation, processing and ordering of goods and services in line with our customers' requirements as directed by the Director of Supply Chain together with overall Purchasing office administration.

Primary Responsibilities:

- Ensure the ordering of goods and service as per our customers' requirements is in accordance with all relevant policies and procedures.
- Ensure accurate recording of purchasing information by performing data entry tasks associated with purchase requisitions (manual or computer generated) and orders. This includes the correction or cancellation of all orders and requisitions.
- Maintain effective and timely trade agreements on goods and services
- Resolve Invoices in Dispute
- Ensure quality and cost effectiveness by monitoring and documenting the sourcing, negotiating of price and availability of product (under supervision) as per requirements and specifications of the user department within agreed lead-time.
- Undertake analysis and measurement of analysis by preparation of reports for review of supply chain performance to ensure the smooth and improved operation of supply chain activities.
- Maintain productive and proactive business relations with suppliers and related organisations within strict contractual supply guidelines as directed.
- Visit end users (internal and external) periodically to enhance familiarization of business operations.
- Assist with the preparation of various monthly reports on orders raised, products used and a list of stock holding issued to departments, ensuring adequate levels are maintained.
- Catalogue and maintain product and supplier files
- Document all relevant information and supplier responses in regard to product availability, specification and price
- Work with user departments and suppliers to ensure that operational efficiencies are realized at all times thereby reducing all soft costs
- Maintain and update monthly cost saving reports
- Act in accordance with established Occupational Health and Safety (OH&S) policies and procedures and report any actual or potential OH&S issues.

Key Performance Indicators:

- Requisitions are processed within a 48 hour turnaround time
- Purchase Orders are expedited and fulfilled within the delivery time requirements
- Cost savings are achieved
- Constructive relationships are built with team members, internal and external customers
- Service standards are consistent with departmental expectations
- Compliance to contracts is maintained

Qualifications and Experience:

- Relevant experience within a purchasing environment is required with a minimum of two years
- Bachelor degree is also a requirement

- Experience and knowledge of Microsoft Office Suite of products and purchasing software is required; with preference on MS Word, Excel and AS400 systems
- Highly analytical and problem solving skills are required
- Consistently seek to develop a trusting relationship and working rapport with team members and ensure a positive approach to work.
- Always work in a professional manner that reflects a good role model to others.
- Demonstrate effective time management during peak and down times
- Demonstrate reliability on completion of tasks, attendance and punctuality
- Act in accordance with the requirements of the Nation's standards and other policies and regulations at all times
- Take responsibility for own performance improvement and professional development
- Maintain positive relations with other staff and departments
- Participate in training and other activities to facilitate high team performance

Personal Competencies:

- Displays a high commitment to improving customer service
 - Motivates others to achieve business objectives and common goals
 - Encourages people to work as a team
 - Adopts and implements new approaches and practices to meet changing circumstances
 - Clearly understands the strategic Vision of the Company and how it impacts on the Business Unit/function
 - Anticipates and assess issues, risks or opportunities facing the Company and applies effective, creative solutions
 - Achieves agreed objectives and accepts accountability for results
 - Has proven employee and customer orientation
-
-

Please visit our website at www.turningstone.com/jobs to complete an online application.

Contact Information:

Amil Catovic

Human Resources Specialist

Phone #: (315)829-8740

Fax #: (315)829-8937

E-mail address: amil.catovic@turningstone.com

Office address:

Oneida Indian Nation

Administrative Office

2037 Dream Catcher Plaza

Oneida, NY 13421