

## **Purchasing and Procurement:**

The position reports to the Vice President of Operations. Responsibilities include but are not limited to:

- Managing the supplier base of production materials.
- Engaging suppliers to submit RFQ's.
- Review supplier product bids and negotiate best value from suppliers including price, lead-time, consignment inventories, and service levels.
- Develops and maintains positive business relationships.
- Manage the purchase order log including making purchases, follow-up, and coordinating with receiving and accounts payable.
- Contributes to corporate goals for cost and on-time delivery of product.

Production material is a strategic asset at QPI and as such the successful candidate will manage the supply chain as an extension of our operations to contribute to the growth and profitability of QPI. The position must be engaged with suppliers' and our operations team to achieve best performance for cost, on-time delivery and inventory goals. The ideal candidate must have good verbal and written communication skills; proficiency in basic math, computer skills as well as knowledge of Microsoft Office, the ability to read blueprints/drawings is a plus. Previous purchasing and metals experience is desirable and preferred.

Successful applicant(s) will work through a series of assignments to build company and industry specific skills such as:

- Factory and production environment to acquire knowledge of processes, materials, terminology and documentation.
- Familiarity with material types, purchasing terms, contract shipment terms.
- Purchasing procedure and policy.
- Inventory control.

QPI is an Equal Opportunity Employer, (EOE.)

Check us out on the web at

[www.qualityperf.com/employment](http://www.qualityperf.com/employment)

Send resume and cover letter to:

[hr@qualityperf.com](mailto:hr@qualityperf.com)

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