



Job Posting Notification

Position: Purchasing Agent I
Position Location: Brentwood, TN
Reports to: Purchasing Agent II, Supply Chain Manager
Contact: resumesTN@vgt.net

Position Summary:

This position is responsible for a variety of tasks involved in ordering component and service related materials. This includes working with the appropriate parties to collect the necessary information to accurately place purchase orders with suppliers. Additionally, this position will be responsible for follow-up communication regarding delivery dates and system/spreadsheet updates with relevant information.

In this position, the associate is commonly required to expedite materials and/or services to meet customer demand. This involves the necessity to effectively gain an understanding of the requirements, relay those requirements to the supplier, and ensure that all parties are aware of the expectations and outcome. These actions result in information that must be updated in the VGT MRP database (Dynamics GP aka Great Plains) and multiple MS Excel spreadsheets.

The successful candidate will possess above average MS Excel skills, foster and maintain positive interpersonal relationships within VGT and the Supply Chain and have the ability to address and prioritize multiple high priority tasks between two production sites simultaneously in a very fast paced environment.

Duties and Responsibilities:

- Create weekly within Dynamics (GP) and MS Excel the Parts Ordering System (POS) spreadsheet (planned requirements) ensuring all data and formulas contained in the POS reflect accurate Dynamics GP information. Pricing and weekly material requirement quantities within the POS must be manually updated in MS Excel as production material requirements evolve.
- Review daily the material requests (unplanned requirements) contained within the Parts Manager (PM) in MS Excel. The PM must be manually updated in MS Excel with accurate delivery data.
- Coordinate and consolidate POS planned requirements with PM unplanned requirements prior to placement of POs to Suppliers.
- Chair weekly Production Backorder Log (BOL) meeting with Production, Inventory and Purchasing team members advising latest delivery information gathered and expediting material as required.

- Update delivery data in Dynamics GP daily as information is received from Suppliers then manually update the POS, PM and BOL in MS Excel ensuring the same data is reflected within all 4 databases.
- Respond to daily verbal or E mail requests for information pertaining to all Production parts through to completion.
- File all hard copy PO's and save electronically in proper database.
- Run weekly the Open Order Status Report in order to preempt any material shortages that may occur.
- Cross train with Purchasing staff in order to perform back-up duties during absences with focus on proper use of Non-Production PO account numbers.
- Perform other duties as assigned

Knowledge and Skills Required

- Must have prior experience in Purchasing/Supply Chain.
- Requires highly evolved prioritization skills.
- Requires the commitment to provide a very high quality of detailed information.
- Requires the ability to manage multiple high priority tasks simultaneously within two Production facilities.
- Requires a high degree of proactive communication internally and externally.
- Requires the ability to maintain a positive, professional demeanor in stressful situations.
- Requires a strong work ethic and a solid commitment to working within a team oriented environment.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Qualifications, Education and Work Experience

- Associates degree or equivalent required
- Recent (within 2 years) Purchasing experience required.
- Above average skills with MS Excel, Outlook and Dynamics GP experience a major plus.

Qualified and interested persons should send resume and cover letter to resumesTN@vgt.net stating the position title in the subject line. Please include salary requirements. Only candidates selected for consideration will be contacted. No phone calls please.

AN EQUAL OPPORTUNITY EMPLOYER

Referral Bonus Eligible Level II