



Job Description

Rev H

Approval Date: 09/30/2019

Job Title: Purchasing Manager

SOC: 11-3061

Description: The Purchasing Manager will plan, direct, control, and coordinate the work activities and resources necessary at XLT for Purchasing operations in accordance with quality, cost, delivery, and service specifications and expectations. Duties and responsibilities include formulating policies and processes, planning the use of materials, technology, and human resources in the Purchasing operations. This manager will look for processes to improve, prevent, and/or correct within his/her area of responsibility. Serve as a backup to the President.

Classification: Exempt

Status: Full-time salary

Supervisor: President

Worksite Address: XLT Ovens
7761 West Kellogg Drive
Wichita, Kansas 67209

Work Schedule: Production Schedule per Employment Manual

Holidays Observed: Per Employment Manual

Pay: Per Wage Scale

Benefits: Per Employment Manual

Travel: This Position requires occasional travel to Vendor locations.

Primary Responsibilities:

1. Abide by the Quality Management System.
2. Understand that Customer satisfaction is our first priority, and the importance of compliance to statutory and regulatory requirements.
3. Protect the Company's assets, reputation, goodwill, and stature in the marketplace at all costs.





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Essential Functions: This position will perform the below listed duties consistently, accurately, timely, safely, and at the lowest feasible cost:

1. Maintain good order, provide leadership, discipline, and training of the Purchasing Department
2. Attend periodic Management Reviews
3. Make it understood by all Team Members that Customer satisfaction is our first priority, and the importance of compliance to statutory and regulatory requirements
4. Protect the Company's assets, reputation, goodwill, and stature in the marketplace at all costs
5. Keep management informed at all times
6. Maintain in good order all documents associated with this position
7. Participate in, and make, hiring and firing decisions
8. Train all subordinate Team Member positions
9. Possess knowledge of work
10. Possess knowledge of responsibilities
 - a) Skill in planning
 - b) Placing workers intelligently
 - c) Directing
 - d) Delegating authority
 - e) Setting up standards
 - f) Coordinating with others
 - g) Promoting good housekeeping
 - h) Promoting punctuality
 - i) Working in creative projects
 - j) Promoting safety
11. Practice JI
 - a) Conducting on-the-job training
 - b) Making job breakdowns
 - c) Preparing necessary materials
 - d) Proper teaching conditions
 - e) Skill in instructing
 - f) Assigning OJT instructor
 - g) Conducting meetings
 - h) Developing an understudy
 - i) Adequate follow-up of instructing
12. Practice JR
 - a) Understanding each worker
 - b) Promoting teamwork





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- c) Eliminating rumors
 - d) Handling problems
 - e) Building morale
 - f) Evaluating workers
 - g) Eliminating grievances
 - h) Giving proper reprimand
 - i) Promoting security of livelihood
 - j) Keeping good relations
13. Practice JM
- a) Controlling waste of manpower
 - b) Controlling waste of materials
 - c) Controlling waste of time
 - d) Controlling costs
 - e) Controlling output
 - f) Developing safe methods
 - g) Making job breakdowns
 - h) Simplifying job methods
 - i) Inspiring suggestions
14. Practice Problem Solving
15. Practice Job Safety; identify and eliminate hazards in the work
16. Practice 5S
17. Be held responsible for every aspect of production of the department and subordinate Team Members
18. Identify and control labor costs
19. Look for processes to improve, prevent, and/or correct
20. Make effective use of materials and equipment through planning, proper storage, material cost control, and control of machinery and equipment costs
21. Conduct a daily meeting or briefing with all Team Members who report to this position
22. Lead and attend scheduled training programs
23. Perform any and all other duties as assigned by the President

Computer Skills: Basic Computer, E-Mail, and Web skills are required. Most of the documentation and training is done through the use of computers.
Advanced Computer skills required are Microsoft Office, Sage 50

Licenses Required: Driver's License
Forklift Operator's License

Travel Documents: United States Passport





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Experience Required: Requires five (5) years minimum experience in a purchasing or buying environment dealing with commercial accounts, and previous supervisory experience with the Company.

Training Required: Per Training Time Table

Education Required: Prefer a Bachelor's Degree in a business curriculum from an accredited college or university, or equivalent experience, and must be knowledgeable of all products and services offered by the Company.

Physical Requirements:

1. Must be able to stand, walk, and use hands for up to 10 hours per day.
2. Must be able to sit at a desk and use a keyboard and mouse for up to 10 hours per day.
3. Must be able to climb, balance, stoop, kneel, crouch, or crawl for 3 hours per day.
4. Must be able to lift 50 pounds.
5. Must have good close vision, distant vision, color vision, peripheral vision, depth percept the ability to adjust focus.

Mental Requirements:

1. Must be able to count, add, subtract, multiply and divide.
2. Must be able to read, speak, and write English.
3. While talking to others, convey information effectively.
4. Must be able to judge distances, shapes, and fits.

Skills Required:

1. Excellent listening skills – give full attention to what other people are saying
2. Using logic and reasoning to identify the strengths and weaknesses of alternative solutions
3. Leadership and motivational skills
4. Interpersonal skills
5. Good written and verbal communication skills
6. Decision-making and analytical skills
7. Ability to work under pressure individually and as part of a team
8. Able to plan and prioritize his/her own work
9. Must have attention to detail
10. Must have mechanical aptitude
11. Must be able to use common power and hand tools
12. Must know threaded fasteners





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Work Environment: Part time exposure to mechanical moving parts, explosives and combustibles, electrical shock, vibration, and fumes or airborne particles, loud noises, and ultraviolet light. Also part time exposure to a typical office environment.

The above statements are intended to describe the essential responsibilities of persons assigned to this role. They are not intended as an exhaustive list of all duties, responsibilities, and requirements.

XLT commits to sharing a portion of the annual profits with all eligible Team Members, and promises to never institute a lay off.

I _____ commit to, and am responsible for, the satisfactory execution of the
(Team Member Name)
primary responsibilities and essential functions described above.

Employee Signature: _____ Date: _____

