



Job Description

Rev D

Approval Date: 09/25/2020

Job Title: Purchasing Agent

SOC: 13-1020

Description: The Purchasing Agent will purchase machinery, equipment, tools, parts, supplies, or services for the operations of XLT, under the direction of the Purchasing Manager. Purchasing operations must be in accordance with quality, cost, delivery, and service specifications and expectations. Interacts with suppliers, both foreign and domestic, to maintain pricing and delivery schedules. Interacts with internal personnel as a liaison between supply orders and customer orders. Serve as backup to the Purchasing Manager.

Classification: Exempt

Status: Full-time salary

Supervisor: Purchasing Manager

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

Work Schedule: Production Schedule per Employment Manual
Regular, Reliable, and Physical On-Site Attendance Required

Holidays Observed: Per Employment Manual

Pay: Per Wage Scale

Benefits: Per Employment Manual

Travel: This Position requires little to no travel

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. Protect the Company's assets, reputation, goodwill, and stature in the marketplace at all costs
2. Maintains records and data regarding purchases, shipments, insurance, and related matters
3. Follows up on orders to ensure materials are shipped and delivered on promised dates
4. Assists in managing weekly order status reporting
5. Reviews and resolves vendor pricing and delivery discrepancies
6. Requests and processes vendor returns
7. Processes purchase requisitions using the approved QMS process
8. Practices 5S
9. Acts as the backup for the Purchasing Manager
10. Performs 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

Travel Documents: None

Experience Required: One to three years of experience in a purchasing or buying environment dealing with commercial accounts is needed.

Training Required: Per Training Matrix

Education Required: Some college is preferred; High School diploma or GED is required.

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.





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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

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.

Reading Requirements: XLT Quality Manual
Kaizen Revolution
Little Big Things
How to Win Friends and Influence People





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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: _____

