

KVK Tech	Master Job Description		
	Revision:		

Department	Procurement		
Job Title	Procurement Associate	FLSA Status	Exempt
Role	N/A		
Sub Role (If any)	N/A		
Reports To			

1. Role Purpose:

(Provide a brief summary of the primary purpose of this role)

The Purchasing Associate will procure designated materials, supplies, equipment for KVK Tech departments and facilities at optimum quality, price, and delivery.

2. Key Duties & Responsibilities:

(Briefly describe the essential activities that are performed by this role including key duties/responsibilities. Each statement should start with a verb. Additionally, indicate how frequently it is performed)

- Purchase’s inventory, consumables, and services in accordance with company policies
- Ensures best value is received on all purchases
- Communicate with vendors/suppliers for availability, ordering, price negotiation and order follow up
- Create purchase orders for all orders processed
- Ensures all needs of the facility are purchased so that business can run efficiently with minimal downtime
- Generates purchase orders based on reorder points set in inventory management system
- Periodically reviews reorder points to ensure they are adequate
- Recommends promotional, seasonal, and opportunistic buys outside the reorder points
- Uses all resources available to ensure just in time inventory whenever possible
- Works with warehouse and retail management team to ensure adequate stocking space
- Selects which suppliers the company will work with and initiates relationship
- Maintains vendor relationships ensuring best pricing and order preference is received
- Coordinate both domestic and international shipments with various freight companies
- Stays current in the industry and ensures facilities are stocked with innovative products in demand by our customers
- Reviews turns and eliminates stock before inventory trends are down
- Minimizes obsolete and clearance inventory through quick response to market trends
- Provides analytics to management
- Knowledge of company’s mission, purpose, and goals
- Ability to operate office equipment in a safe and effective manner – telephones, computer, printer, fax, scanner.
- Learning how the Purchasing Department runs
- Processing in Syspro

KVK Tech	Master Job Description
	Revision:

- Sourcing and procuring raw material, packaging components, information, and any relative documents for new drug products in the most efficient manner.
- Coordinating with members of the R&D department to ensure their requests are satisfied in a timely manner.
- Managing any related information for new drug products.
- Other duties as required or delegated

3. Typical Supervisory Responsibility:

(Identify any responsibilities the role has for supervising others)

N/A

4. Education & Experience:

(Describe the education required for this role, including specifications, if any. If equivalent experience or knowledge can be substituted for the educational requirements, A combination of Education and experience shall be taken into account.)

Education Requirement	Specialization (If any)
Associates or Bachelor’s Degree in Business preferred	N/A
N/A	N/A

Experience Requirement

(Describe the experience required for this role. Identify the type of experience, number of years, and any additional comments on the experience and education requirements for the role. Also, include any geography specific requirement that differs from the experience.)

N/A	
Number of Years (Minimum to Maximum)	N/A

5. Technical competencies/ Certifications/ Licenses:

(Briefly describe the required competencies such as, skill, ability, knowledge an individual must possess to perform the role. Also, identify any certification or licenses required to perform the role.)

Technical competencies	<ul style="list-style-type: none"> • Strong reading, writing, and communication skills required • Must be able to multi-task and work in a fast-paced environment • Self-motivated & exceptional organizational skills • Ability and willingness to work cooperatively with others • Knowledge of Microsoft Office products and telephone protocol • High degree of discretion dealing with confidential information
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KVK Tech	Master Job Description
	Revision:

Certifications	N/A
Licenses	N/A
Other	N/A

6. Physical demand and Work environment:

(Provide details regarding the physical demands and work environment that are essential to the role)

a. Physical demands:

While performing the duties of this job, the employee is required to walk, sit, and use hands to finger, handle or feel tools or controls, reach with hands and arms, balance, stoop, crouch, bend, talk and hear. The employee must lift and/or move up to 20 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, and depth perception.

b. Work environment:

N/A