



## Job Posting Purchasing Associate

**Department:** Purchasing

**Job Title:** Purchasing Associate

**Reports to:** Curtis Minor

**FLSA Status:** Exempt

**Location:** Monongahela, PA

### COMPANY PROFILE

DMI Companies, founded in 1978, is a leading manufacturer of HVAC accessories supplying the commercial, industrial and residential HVAC markets through a vast network of domestic and international distributors. DMI has national standing as an industry leading innovator that possesses integrity and leadership skills which are testaments to the quality manufacturing and operating procedures engaged by DMI Companies. DMI is building a better world for ourselves and our children by providing a sustainable environment through our products, operations and personal conduct.

### OVERVIEW

The Purchasing Associate supports the daily activities of the procurement department and works to ensure all clerical duties are met as assigned. This position will report directly to the Procurement Manager.

### ESSENTIAL FUNCTIONS

- Responsible for creating purchase orders for indirect materials, supplies, and service requests.
- Monitoring open and overdue purchase orders, resolve quality and delivery issues.
- Responsible for updating material and product pricing in ERP system.
- Coordinate purchasing activities with other departments.
- Resolve weekly AP discrepancies.
- Responsible for the creation of part numbers in ERP system. Vendor Creation and updating of material item files in ERP system.
- Performs other related duties as required.

### EXPERIENCE & COMPETENCIES

- 1 -2 years of experience as an administrative assistant or purchasing associate for a fast-paced manufacturing environment.
- Experience with Lean concepts regarding inventory reduction, JIT, etc.
- Demonstrated ability to handle work responsibilities in a timely fashion, drive positive outcomes with creative solutions for all stakeholders.
- Highly motivated individual with a strong work ethic.

- Excellent communication and clerical skills.
- Excellent computer skills. ERP experience preferred.
- Strong organizational skills.

## **EDUCATION**

- BS Degree preferred.

## **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.

Individuals may need to sit or stand as needed; may require walking primarily on a level surface briefly throughout the day, reaching above shoulder heights, below the waist or lifting as required to file documents or store materials throughout the work day. Proper lifting techniques required.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The performance of this position may occasionally require exposure to the manufacturing areas where under certain areas require the use of personal protective equipment such as safety glasses with side shields and mandatory hearing protection.

For the most part ambient room temperatures, lighting and traditional office equipment as found in a typical office environment.

Office Optimal - Telework is possible, but only in circumstances as determined by the COO. Employees are to report to their DMI office Monday through Friday during normal business hours unless the department manager pre-determines a telework schedule is acceptable. A Telework Agreement is required if telework is approved.

**How to Apply:** email resume and salary requirements to [careers@dmicompanies.com](mailto:careers@dmicompanies.com)