

JOB DESCRIPTION
Business Progress Group - Associate

Department: BPG

Job Status: Full-Time

Date: November 30, 2008

FLSA Status: Non-Exempt

Reports to: Assist. Manager

POSITION SUMMARY:

Compiles and maintains records of business transactions and office activities of establishment by performing the following duties.

ESSENTIAL DUTIES and RESPONSIBILITIES:

- Purchases supplies (including Office Supplies).
- Will be responsible for all data entry of all purchase orders and for maintenance of purchasing system.
- Responsible for contacting and providing vendors with new purchase orders.
- Will review purchase requisitions and assist the requisitioner through purchasing process.
- Confers with vendors to obtain product or service information such as price, availability, and delivery schedule.
- Prepares purchase orders or bid requests as necessary.
- Receives and contacts vendors to find out status of an order.
- Responsible for coordinating all production related projects within OTICS USA, Inc.
- Interfaces with suppliers related to Environmental/Safety Policy requirements and confirms/maintains record of training.
- Responsible for procuring and interpreting customer or supplier technical information and communicating within the company as necessary.
- Responsible for communicating with customer/suppliers related to pricing negotiations and adjustments.
- Contacts vendors with discrepancies with quantity and quality.
- Interfaces with all departments and resolves problems and issues with need purchase items.
- Help develop and maintain inventory tracking system
- Must maintain all ISO-14001 Standards, including procedures and work instructions.
- Will be required to interact with customers and suppliers and be responsible for positive customer/supplier relations.
- Must travel to customers and suppliers as necessary.
- Must be able to coordinate multiple tasks in a fast-paced environment.
- Receptive of training and performing functions in multiple areas.
- Participate in a teamwork atmosphere and contribute to various continuous improvement projects and processes.
- Copies data and compiles records and reports.
- Operates computer terminal to input and retrieve data.
- Assisting other departments when it is required.
- Other duties as required.

POSITION QUALIFICATIONS

- Must be supportive of OTICS USA, Inc.'s philosophies and policies.
- Must be capable of maintaining a high level of confidentiality. Also must display the ability to be truthful and be seen as credible in the workplace.
- Must be self-motivated with ability to be internally inspired to perform a task to the best of ones ability using his or her own drive or initiative.
- Must demonstrate a positive attitude.
- Must be detail oriented (ability to pay attention to the minute details of a project or task under stressful situations).
- Must be capable of constant quality work relative to clerical duties.
- Must be able to prioritize and handle multiple tasks.
- Must be flexible to adapt to changing conditions.
- Must be patient and able to deal with constant interruptions.

- Must be willing and able to work in a team environment.
- Must have exceptional interpersonal (behavioral) skills.
- Must have exceptional communication skills (verbal, written, & listening).
- Must have above average reasoning skills.
- Must be resilient (ability to recover from, or adjust to, misfortune or setbacks).
- Travel required and may include overnight stays.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customers or employees of organization.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Willing to adjust hours to meet job needs; **** May be required to work overtime and off shifts as necessary.**

EDUCATION

High School Diploma or equivalent required. Associated Degree in Business or related field is preferred.

EXPERIENCE

1 to 3 years related experience and/or training preferred but new graduates are encouraged to apply. Previous purchasing/customer service or procurement experience desired, but not required.

COMPUTER SKILLS

Proficiency in Microsoft Word and Excel is preferred. Must be efficient in computers and computer applications.

CERTIFICATES & LICENSES

Certificates or diplomas from an accredited college or skill center in machining or machine tool manufacturing highly desired.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

OTHER REQUIREMENTS

Solid work history and willingness to successfully function in a team environment.

WORK ENVIRONMENT

This position is required to work in manufacturing environment facility. While performing the duties of this job, the employee is frequently exposed to work near moving mechanical parts; toxic or caustic chemicals and risk of electrical shock. The employee is occasionally exposed to fumes or airborne particles; extreme heat (non-weather) and vibration. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS – See Physical Demands Description

OTICS USA, Inc. has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.