

**JOB DESCRIPTION**  
**Specialist – Business Progress Group**

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**Department:** BPG  
**FLSA Status:** Exempt

**Job Status:** Full-Time  
**Reports to:** Division Head

**Date:** November 30, 2008

**POSITION SUMMARY:**

This position is responsible for performance of duties in support of Sales/Customer Relations and Purchasing, consisting of customer quotations; supplier pricing; quality confirmation, transaction conditions, purchasing periods, evaluations, manufacturing conditions, ordering/purchasing, instructing supplier on production needs, while in support of the company objectives.

**ESSENTIAL DUTIES and RESPONSIBILITIES:**

- Will be required to interact with Customers, Vendors and Suppliers and be responsible for positive customer/supplier relations and maintain current and future relationships with Customers, Vendors and Suppliers.
- Coordinates with and provides guidance to Production, Quality and Engineering as to support needs of the customer.
- Direct responsibility for day-to-day interaction with Customers and suppliers/vendors, supports long-term strategic initiatives to ensure goals and objectives are met.
- Assist with the completion of contract/agreement documentation and internal account setup of suppliers and vendors.
- Maintain communications with parent company on supplier issues and quotations for various products.
- Responsible for maintaining history of pricing.
- Responsible to quickly summarize pricing analysis including strategies for future negotiations.
- Responsible for professionally prepared, attractive literature and promotional materials that present its products and services in a professional manner.
- Will perform data entry of purchase orders.
- Responsible for contacting and providing vendors with new purchase orders.
- Will review purchase requisitions and assist requisitioners 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.
- Contacts vendors with discrepancies with quantity and quality.
- Interfaces with all departments and resolves problems and issues with needed purchase items.
- Reviews bid proposals and negotiate contracts within budgetary limitations and scope of authority.
- Help develop and maintain inventory tracking system.
- Must maintain all ISO-14001 Standards, including procedures and work instructions.
- Participate in a teamwork atmosphere and contribute to various continuous improvement projects and processes.
- Copies data and compiles records and reports.
- 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.
- Must be honest and have integrity (ability to be truthful and be seen as credible in the workplace).
- Must be self-motivated with the 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 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 have above average reasoning skills.
- Must be detail oriented (ability to pay attention to the minute details of a project or task).
- Must be resilient (ability to recover from, or adjust to, misfortune or setbacks).

- Must have ambition (the drive to achieve personal advancement).
- Must have autonomy (ability to work independently with minimal supervision).
- Must have technical aptitude (ability to comprehend complex technical topics and specialized information) with current and future products.
- Must be able to work under pressure (ability to complete assigned tasks under stressful situations).
- Ability to use thinking and reasoning skills to solve a problem.
- Must possess the ability to perform at required production standards.
- Must be able to successfully function within a team environment and be able to adapt to change.
- Ability to read and follow work instructions, procedures and policies.
- Receptive to training and performing functions in multiple areas.
- Ability to calculate figures and amounts using whole numbers and decimals.
- Ability to recognize and define problems, collect data, and develop conclusions.
- Must be able to effectively perform in a changing environment.
- Must be able to work on many different projects at one time.
- Ability to read and or develop and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- 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.
- Must be an articulate and fluent communicator, written and verbal, and at ease with public speaking. Able to effectively communicate and interact with customers/suppliers or employees of the organization from a variety of cultural backgrounds in both a formal and informal environment.
- Ability to travel on business domestically and internationally as required.
- Willing to adjust hours to meet job needs; \*\* May be required to work overtime and off shifts as necessary.

## **EDUCATION**

Bachelor's degree in business or technical field preferred.

## **EXPERIENCE**

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

## **COMPUTER SKILLS**

Must be efficient in computers and computer applications. Ability to use Microsoft Office programs and other software, hardware applications. Must especially be proficient or possess the skills and ability to become proficient in the use of Excel.

## **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.