



## Bay State Milling Job Description

**Job Title:** Purchasing Specialist  
**Department:** Corporate – CWM  
**Location:** Minneapolis, MN  
**Reports To:** Purchasing Manager  
**FLSA Status:** Exempt

### SUMMARY

This position handles a wide variety of purchasing functions supporting the Purchasing Manager. Prioritizes and manages multiple projects simultaneously and follows through on issues in a timely manner. The specialist monitors and reports mill inventories of select supplies, creates, and manages purchasing agreements, and works with contacts at mill locations/vendors to ensure that purchase orders are placed and delivered in a timely fashion. The specialist will work in a team environment while possessing the ability to work independently. Effective communication within all levels of the organization (intra-departmental communication included) is instrumental. Clear, concise, and effective written and oral communication skills are necessary.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** *include the following and other duties may be assigned*

- Monitor inventory levels on a consistent and ongoing basis to ensure bag levels at all locations are sufficient for current requirements.
  - Review weekly bag reports and compare inventory levels at mill locations/vendors, following up with BSM locations/vendors to ensure POs are being placed/shipped for materials as needed.
  - Resolving problems by tracking shipments, expediting vendor orders, and noting transfers to ease individual location inventory constraints.
- Coordinate graphic creation through to approval and production, making requests directly to vendors for updated documents as needed.
  - Work with the Quality Assurance Department to ensure that all bags follow all laws and regulations.
  - Proactively request bag change specifications as requested by sales/customers.
- Assist the AP team to ensure that vendor payments are accurate and timely.
  - Collaborate with AP and the Purchasing Manager to ensure that vendor invoices are reviewed prior to payment by BSM to catch mistakes and ensure correct invoices are processed.
  - Process invoices for payment approval through BSM internal procedures.
- Oversee all Preferred Supplier Programs:
  - Obtain special pricing and place orders for office furniture/large ticket items
  - Analyze usage and recommend opportunities for savings
  - Meet with vendors, as necessary.



**QUALIFICATIONS** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION and/or EXPERIENCE**

Associate's degree (A.A.) or equivalent from a two-year college or technical school and a minimum of three or more years related experience and training; or equivalent combination of education and experience.

**LANGUAGE SKILLS**

Ability to write reports and business correspondence. Ability to effectively communicate information and respond to questions from managers and customers. Ability to effectively communicate by phone, and most importantly, by letters and email.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out detailed and sometimes involved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**OTHER SKILLS AND ABILITIES**

Strong working knowledge of MS Office including Word, Excel, PowerPoint, and Outlook. Ability to take initiative and work independently with attention to detail. The ability to multi-task is critical. Must keep abreast of issues affecting the Purchasing Department.

**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.*

While performing the duties of this job, the employee is required to sit, use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. Must be able to lift packages and bundles. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

**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.*



### **FOOD SAFETY / SECURITY REQUIREMENTS:**

The Company is committed to producing and delivering defect-free products. To ensure this, all employees are required to be trained in and adhere to the Good Manufacturing Policies set forth by the Company as they pertain to personnel practices, equipment, and facilities. It is also vital that all employees be aware of the work environment and when possible, prevent accidental or intentional adulteration of products produced at this facility. As a result, any employee has a right to put product on hold if they have a concern. At the plant level, only the Quality Assurance Manager and General Manager have the authority to release product on hold.