



Role Profile

Role Title: Purchasing Agent

Reports To: Supply Chain Manager

Position Location: Waunakee, WI

Overall

Responsibilities: The purchasing agent will be responsible for purchasing supplies of direct and indirect materials as well as recording of inventory transactions. The purchasing agent will work with our vendors to ensure on time delivery and order accuracy.

Specific accountabilities:

- Protect Genus' business interests in dealing with vendors
- Daily tasks include; placing purchase orders, coding invoices and other bookkeeping.
- Work with the Vendor Manager to make sure prices stay competitive and affordable to protect business GM.
- Some supplies ordered will be very specific to the engineering, Biologic laboratory setting and/or specialized machines/computers/technology. The selected person will need to work with the vendor manager to source the products and negotiate pricing.
- Interact with all Genus departments in a professional manner.
- Work with research & production departments to ensure needed consumables are purchased and pricing is competitive.
- Proactive management of vendors and supplies to ensure we do not run out of key products
- Assisting with other duties as assigned.

Qualifications and experience:

- At least 2-4 years experience in procurement
- 1 years experience in a laboratory and technical environment strongly preferred
- Good negotiating skills, preferred
- Knowledge of AI industry, preferred
- Detail Oriented, flexible and adaptable

Capabilities and behaviors:

- Lives and displays the Genus ABS Values and behaviors at all times in their day to day ways of working.

- Maintain professional verbal and written communications with co-workers, internal and external customers, and vendors at all times.
- Be flexible with respect to job responsibilities and consistently strive to be an effective team member.
- Strive to advance your skills and display a willingness to accept future development.
- Actively participate in Company training opportunities to further develop skills applicable to the department.
- Gain a thorough understanding of the Company's business and the department's role within the company.

WORKING CONDITIONS:

Employees in this position are, or can be, exposed to the following:

Exposure to:	None	Some	Frequent	Very Frequent
Toxic/Caustic Chemicals	X			
Extreme Conditions (Hot or Cold)	X			
Dust/Fumes/Gases (including asbestos)		X		
Moving Mechanical Parts		X		
Potential Electric Shock		X		
High Pitched Noises	X			
Needles or Other Sharp Objects		X		
Blood or Body Fluid	X			
Communicable Diseases	X			
Unprotected Heights	X			
CRT (Computer) monitor/equipment				X
Frequent, Repetitive Motions				X
Confined Spaces	X			

PHYSICAL CONDITIONS:

Employees in this position are, or can be, required to possess the following physical capabilities.

Capabilities:	None	Some	Frequent	Very Frequent
Lifting, carrying, pushing and/or pulling up to 25 lbs		X		
Stooping, kneeling and/or crouching daily				X
Standing or walking more than 5 hours a day		X		
Sitting more than 4 hours a day			X	
Reaching, grasping, fingering and/or feeling more than X hours a day				
Visual acuity in order to correctly distinguish Near Acuity, Far Acuity, Full field of vision, distinguishing colors & depth perception			X	
Audio acuity to discern sounds made by various types of machinery or equipment that would indicate dangerous or improper operation	X			

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

Manager _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

Date Approved: 1/8/09
Date Reviewed: 1/1/14