

Job Description



Position Title: Procurement Specialist
Reports To: Procurement Manager
Position Location: Pleasant Prairie, WI

Brief Company Description

AGC Heat Transfer, Inc., a wholly owned subsidiary of Alfa Laval, AB, is the leading OEM of sanitary plate heat exchangers in North America, manufacturing plate heat exchangers specifically designed for sanitary applications. AGC offers complete heat exchangers, services as well as upgrades to plate packs, gaskets and spares that fit multiple brands. In addition, AGC offers Field Leak Testing and inspections of plate heat exchangers that meet the 3-A sanitary standard.

AGC Heat Transfer consists of three manufacturing/service facilities (Bristow, VA, Pleasant Prairie, WI & Fairview, OR) with about 100 employees (60 OR / 20 VA / 20 WI & other locations). Currently, most of the sales are in the US & Canada. AGC Heat Transfer has a strong engineering culture with a heavy emphasis on customer service and technical/consultative sales.

Job Description

The Procurement Specialist works closely with the Procurement Manager to execute day-to-day tasks in the overall company procurement plan and to support our AGC operations. This position requires full time in office presence.

Position Responsibilities

Procurement Duties

- Negotiate purchase opportunities less than \$25,000 with approved suppliers
- Create PO's, send current drawings to suppliers, expedite parts and process quotation requests
- Solicit and analyze quotations from current and new suppliers
- Coordinate resolution of any technical questions between the supplier and engineering/quality/manufacturing
- Leads quality and delivery improvement projects with suppliers
- Issues supplier corrective action requests for repeat, important delivery or quality nonconformities
- Follows up with suppliers to ensure effective measures are put in place to prevent future occurrences of nonconformity
- Maintain delivered product information in company ERP system, process receipts and authorize invoices
- Proactively communicate and elevate potential delays to production supervisors to alert impacts on schedules
- Resolve PO/Invoice discrepancies and claims with suppliers
- Maintain inventory min/max levels from forecasts and delivery times from suppliers



Other

November 2020

Eastern Factory

10129 Piper Lane
Bristow, VA 20136
97024

Ph. 703-257-1660
Fax. 703-330-7940
503-774-2550

Central Office

8400 Lakeview Pkwy
Suite 700

Pleasant Prairie, WI 53158
Ph. 847-301-6890

Western Factory

3109 SE 230th Ave.
Fairview, OR

Ph. 503-774-7342
Fax.

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- Occasional travel to supplier locations required
- Other specifically assigned tasks where needed by the Company

Skills & Qualifications

- AS degree in Business or related work experience
- 3+ years' experience in ERP systems, procurement and inventory management techniques
- Requires strong oral and written communication skills including good interpersonal skills
- Strong computer skills required

EQUAL OPPORTUNITY EMPLOYER

Submit resumes to EricaP@agcheattransfer.com