

Job Description



Position Title: Procurement Specialist
Reports To: Procurement Manager
Position Location: Fairview, OR
FLSA Status: EXEMPT

Can you make the AGC Difference? AGC Heat Transfer, Inc. is looking for a dynamic manufacturing supply chain professional who understands the importance of building client relationships while supporting its most important resource – its people!

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, Fairview, OR & Pleasant Prairie, WI) with about 110 employees (70 OR / 20 VA / 20 other locations). Currently, most of the sales are in the US & Canada. The business is profitable and has more than doubled sales since Alfa Laval acquired it in 2007. 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 in our Fairview, OR location.

Position Responsibilities

- 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.
- Proactively communicate and elevate potential delays to production supervisors to alert impacts on schedules.
- Assist Accounts Payable in resolving PO/Invoice discrepancies and claims with suppliers.



Eastern Factory
10129 Piper Lane
Bristow, VA 20136
Ph. 703-257-1660
Fax. 703-330-7940
800-825-8820

Midwest Factory
8400 Lakeview Pkwy
Suite 700
Pleasant Prairie, WI 53158
Ph. 847-301-6890
888-489-8820

Western Factory
3109 SE 230th Ave.
Fairview, OR 97024
Ph. 503-774-7342
Fax. 503-774-2550
800-715-8820

- Maintain inventory min/max levels from forecasts and delivery times from suppliers.
- Actively participate in continuous safety and production improvement efforts.
- Other duties as assigned.

Key Competencies

- High **Integrity** with a commitment to honesty, trust and transparency.
- Displays **Care** embracing the highest standards to ensure resource efficiency for the well-being of team members and responsibility to the environment.
- **Innovative** and curious promoting diversity of thought while understanding the needs of the customer leveraging cutting-edge technology utilizing state-of-the-art processes.
- Committed to **Excellence** through perseverance, GRIT and a focus on continuous improvement consistently delivering quality equipment, parts and service of unmatched value.
- Execution while focusing on quality, safety and **Teamwork** delivering results motivated by a diverse and inclusive culture based on accountability, customer/employee satisfaction, creative solutions, and constant communication.
- Goal oriented driving to positive results.

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.

Job Type

- Full-time, Exempt (Salaried)

Wage

- \$57,000 - \$61,000 annually

Benefits

- Health Insurance with Health Savings Account (if eligible)
- Dental/Vision Insurance
- Life/Disability Insurance
- 401(k) with employer match
- Paid Vacation/Sick Time
- Paid Holidays
- Employee Assistance Program
- Wellness Program

EQUAL OPPORTUNITY EMPLOYER

Submit resumes to Ken McCoy at kenm@agcheattransfer.com