

Job Description

Position: Purchasing Analyst
Department: Operations
EEO Code: 2-1
Radford Code: 4461
Exempt/Non-Exempt: Exempt
Date Revised: September 12, 2005

The following is not intended to represent an all inclusive list of job responsibilities, but to outline the ESSENTIAL FUNCTIONS of the position.

GENERAL DESCRIPTION:

Under general supervision obtains materials, components, equipment, and service from suppliers at the lowest cost consistent with considerations of quality, reliability of source, and urgency of need.

ESSENTIAL FUNCTIONS:

- Develops new and maintains existing sources to ensure adequate inventories of materials, components, equipment.
- May be responsible for leading cost reduction and/or special project teams.
- Analyzes quotations received, and schedules delivery of products, materials, and/or components.
- Aids in selecting suppliers based on their performance and ability to meet Stryker's quality standards.
- Prepares orders and follow-up orders to expedite delivery and shipment.
- Analyzes demand and usage information.
- Coordinates purchasing activities with manufacturing unit to maintain planned levels.
- Develops and maintains necessary records and files for efficient operation.
- Prepares, submits, and may explain periodic reports on areas of responsibility (such as detailed cost analysis, plans, and project results).
- Utilizes the following equipment/Applications: AS400 MRP system, Internet Explorer, MS Excel, MS Word, MS PowerPoint, MS Outlook, Fax Machine, calculator.

QUALIFICATIONS:

- Bachelor's degree (B. A.) or equivalent.
- Commitment to excellence and high standards.
- Excellent written and verbal communication skills.
- Ability to work with all levels of management.
- Acute attention to detail.

- Strong organizational, problem-solving, and analytical skills; able to manage priorities and workflow.
- Strong interpersonal skills.
- Good judgment with the ability to make timely and sound decisions.
- Must be able to analyze and resolve non-routine materials issues of a moderate to diverse scope, using independent judgment.
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm.
- Sedentary work: exerting up to 10 pounds of force occasionally and/or a minimal amount of force frequently or constantly to lift, carry, etc.
- Ability to review printed documents.
- Basic PC skills.

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