

Job Title: Procurement Associate
Department: Operations
Reports to: Procurement Manager, Dynamic Design Solutions

Pay Type/FLSA status: non-Exempt - Full Time
Supervises: No
Shift: Day/Monday-Friday/or as required

Dynamic Design Solutions (DDS), an Addtronics company, solves the manufacturing industry's most challenging problems with unique and creative solutions. Trusted by some of the largest and most influential manufacturing companies in the world, the DDS team of dedicated professionals delivers unique, high-quality, custom designed automation equipment. DDS also offers design and fabrication of all types of industrial tooling, especially highly engineered, complex parts, and assemblies. Located in Charlotte, NC, DDS has been a trusted partner within the manufacturing industry for over 25 years.

Position Summary:

The Procurement Associate is responsible for supporting the receiving and purchasing activities at DDS including, but not limited to, PO generation, requesting quotes, data entry, purchasing reconciliation, and receiving. The position is based on-site in our Charlotte, NC facility.

Essential Functions and Responsibilities:

- Accurately create and submit to suppliers requests for quotes (RFQ) using the Bill of Materials (BOM) created by the engineering team
- Confirm RFQs have the correct items and quantities as listed on Bill of Materials (BOM)
- Accurately create and submit to suppliers purchase orders (PO) using the Bill of Materials (BOM) created by the engineering team.
- Confirm supplier provided acknowledgements have the correct items and quantities as listed on purchase order (PO) submitted.
- Accurately enter all required transactions into DDS purchasing system
- Accurately receive purchase orders (POs) when they arrive by checking that the items match the Pack List and Purchase Order (3-point check)
- Correctly place materials in the specified shelf location in the warehouse
- Accurately mark documents for future reference.
- Enter receipt of material into the DDS purchasing system
- Confirm all transactions are entered and all corresponding paperwork is properly filed.
- Regularly check on shipment and delivery status with suppliers and carriers
- Communicate to all affected parties in a timely manner.
- Assist team members in additional tasks related to procurement department as needed.

Qualifications Desired:

- High School diploma or equivalent certification
- Minimum of 2 years of purchasing, receiving or administrative experience (**Preferred**)
- Must be proficient in Microsoft Office (Outlook, Word, and Excel), Adobe Acrobat.
- Must have excellent attention to detail with ability to execute tasks with minimal mistakes.
- Must be able to take leadership direction and effectively act on that direction.
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks.
- Experience in a manufacturing or engineering environment a plus
- Strong interpersonal skills with ability to build relationships with staff, customers, and **vendors**.

Nonessential Skills and Experience:

- Must be a team player with a positive attitude.

Physical demands and work environment: The physical demands and work environment characteristics 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.

- *Physical demands:*
 - While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle or feel objects; reach with hands and arms; climb stairs; balance; stoop and/or kneel.
- *Work Environment:*
 - While performing the duties of this job, the employee will work in an office environment, but will frequently visit the shop floor. The noise level in the work environment can be minimal to high. Must adhere to DDS and customer safety protocols.

Position Classification

This is a full-time, non-exempt salary position. Depending on the needs of the business, the ability to work more than 40 hours/week and/or weekends may be required.

Travel

No travel is expected for this position.

EEO Statement

It is the policy of Dynamic Design Solutions, LLC to provide equal employment opportunities to all persons. In accordance with anti-discrimination laws, it is the purpose of this policy to effectuate these principles and mandates. DDS prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, HIV status, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, past or present military service, family medical history or genetic information, family or parental status, or any other status protected by the laws or regulations.