SemiDice is looking for a Corporate Purchasing Agent to join our team!

**Job Summary:**

Professional individual with global supply chain knowledge. Interfaces extensively with semiconductor manufacturer suppliers when placing orders and secure products in an expeditious manner. Ability to achieve competitive costing and reviews daily orders and processes. Monitor and control inventory levels on semiconductors component devices and finished goods while ensuring needed stock is always on hand. Create and manage physical inventory reports.

**Essential Job Functions:**

* **Confidentiality:** Maintains a high degree of confidentiality with regard to customer and company information.
* **Communication:** Effective written and verbal communication with subordinates and senior management, suppliers and vendors.
* **Analytical:** Routinely generates and assesses data and processes.
* **Organization:** Maintains continuous workflow to meet daily/weekly/monthly deadlines.
* **Equipment**: Uses such office equipment as computer terminals, copiers and FAX machines.
* **Computer skills**: Microsoft Office products, P21 custom software program and Internet navigation.
* **Physical:** Sits for extended time periods. Hearing and vision within normal ranges.
* **Customer Service:** Possesses a high degree of professionalism and excellent customer service skills.

**C. Responsibilities:**

* Ability to monitor, maintain and control inventory levels
* Responsible for working with operations and sales on inventory forecasting
* Daily review of customer sales orders
* Review and approve purchase orders prior being placed with suppliers
* Reviews stockable items levels on a weekly basis and order accordingly
* Review low inventory levels on a weekly basis and generate internal wafer processing orders to replenish stock
* Obtains price and delivery quotes from suppliers for sales personnel; negotiate best competitive pricing and takes advantage of special buys, etc.
* Run weekly and upload Point of Sales and Inventory reports for semiconductor suppliers that require weekly updates
* Correct internal invoice errors made on cost, resale or delivery issues
* Works closely with expediating position to oversee lead-times and maintain on-time deliveries
* Works closely with accounting to reconcile inventory levels with accounting data; researches and corrects inventory discrepancies and cost errors when needed; runs month end reports and update system when accounting initiates credits
* Monitors the expediting functions & works with expediting as needed
* Works closely with operations and lab personnel to meet inventory requirements
* Update supplier pricing in the database when needed
* Interfaces with computer consultant for system changes/updates/problems/specialized reports, new system options, etc.
* Coordinates and oversees annual physical inventory count
* Completes other duties that may be assigned

**Experience:**

* Five years of technical purchasing experience required
* Two years experience in purchasing or related area in the semiconductor industry preferred

**D. Skills:**

* Knowledge of inventory control and purchasing processes
* Supervisory skills and good business communication and negotiating skills
* Solid math skills