



**Job Title:** Purchasing Specialist II  
**Department:** Purchasing  
**Approved By:** VP Operations

**FLSA:** Non-Exempt

**Company Overview:**

Pearl Technologies Inc. designs and builds standard and custom high-speed machine attachments for punching holes, perforating and slitting for the converting industry. Pearl also offers blown film extrusion process enhancements that improve film quality at higher outputs while reducing maintenance. Pearl can be counted on to make any unique application better than anyone! Pearl Technologies' success and reputation are built on outstanding customer service, innovation, quality, speed and delivery.

Pearl has revolutionized the plastics industry with over two dozen patents, a lineup of over 3,000 solution-driven products and 13,000 parts to thousands of customers in every continent of the world. All of the action takes place in Pearl's 41,000 square foot headquarters located in Savannah, New York.

**Summary:** Responsible for assisting with the purchasing of products for Pearl Technologies Inc. as it continues to grow as a leader in the flexible packaging and blown film industries. Works directly with vendors by preparing purchase orders and bid requests, maintains information systems and historical references.

**Duties and Responsibilities:**

- Locate vendors of materials, equipment or supplies, and determines product availability and terms of sales.
- Able to achieve the required objectives of the business in a timely and cost effective way by obtaining competitive bids, analyzing price quotations and negotiating contracts; requires management approval.
- Maintain P.O. system and all documentation; obtains sign off on high end purchase for orders over \$500.
- Order raw materials and other products as needed while supporting manufacturing objectives.
- Resolve problems and issues arising from purchase of services, supplies, and/or equipment.
- Expedite any materials required to meet customer requests or deadlines.
- Follow-up on projects from engineering and manufacturing daily sheets to make sure all materials are in-house and/or ordered with delivery dates (documented for quick reference).
- Assist with research and implementation alternate sources of suppliers.

- Establish and maintain effective working relationship with outside vendors.
- Assist with outside contractors on an as-needed basis, obtains bids, and makes sure certificate of liability are on file and current.
- Maintain procedures, develops reports and spreadsheets, making sure date is current.
- Able to work in a multi-tasking environment and perform any other reasonable request.
- Performs other related duties as assigned.

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representational of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Minimum of Associate's degree (A. A.) or equivalent from two-year college; and/or a minimum of three to five years equivalent experience in manufacturing purchasing; mechanical background a plus; or equivalent combination of education and experience.
- Must be able to read, write and speak English.
- Detail oriented, self-motivated, and possess excellent organizational skills.
- Must be able to work in an often times fast-paced atmosphere under pressure.
- Able to manage multiple changing priorities while meeting deadlines.
- Strong verbal and written communication skills: ability to interface with personnel at all levels throughout the business.
- To perform this job successfully, an individual must have knowledge of manufacturing, Microsoft Word, Microsoft Excel, the Internet and email as well as work in a computer relational database.
  - Individual should be capable of creating PowerPoints, Excel spreadsheets and tables, and written documentation in Word.
  - Able to work in ERP database system; Syteline a plus.
- Good interpersonal, people skills.

### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions: The noise level in the work environment is usually moderate. While performing the duties of the job the employee is required to stand, walk and be able to sustain good mobility for the duration of the shift. Periodic bending and climbing may be required.

### **Language Ability:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively with vendors, sales reps and employees of organization.

**Math Ability:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**Benefits:**

- Pearl Technologies, Inc. is committed to its employees and families. Comprehensive benefits package includes: Health Insurance, Dental Benefit, Vision Plan, 401(k) with Employer Contribution, Short & Long Term Disability, Life Insurance, Paid Time Off, Tuition Reimbursement, Employee Discounts, Flexible Spending Account, and Paid Holidays. Salary is competitive and commensurate with education and experience. EEO Employer.
- If you are ready to contribute to the ongoing success of a dynamic organization, please forward your resume and a cover letter to: [hr@pearltechinc.com](mailto:hr@pearltechinc.com)