

Position Opening

Position:	Purchasing Supervisor	Location:	Clarkdale
Opening Date:	December 3, 2015	Grade:	6
Closing Date:	December 13, 2015	Wage:	\$40,905 to \$61,249

Mission & Values

Our Mission – Creating opportunities and solutions with quality products and exceptional people

Our Values – Profitability the right way... Integrity, Accountability, Excellence

Primary Job Function:

Perform purchasing activities to provide purchased goods and services for Company and plant operations. Supervise Shipping/Receiving specialists. Oversee and provide a sustainable effective spare parts inventory for plant operations and maintenance. Research and competitively bid purchased materials, supplies and parts to provide value to the Company. Reports directly to the Purchasing Manager.

Please see below a brief summary job description.

Essential Requirements:

- Ability to wear all required safety equipment including but not limited to hardhats, safety glasses, safety harness, ear plugs, dust masks and gloves
- Ability to climb stairs and ladders, climb up and down, above and under equipment
- Ability to bend and lift up to 75 pounds
- Ability to do repetitious arm, hand and leg motion
- Ability to work in heights, confined spaces and inclement weather

Knowledge, Skills and Abilities:

- High school diploma or GED required
- Experience in purchasing procedures and inventory management control required
- Previous supervisory or management experience is preferred
- High level of computer skills is essential
- Must be detail oriented
- Maintain valid driver's license
- Must be able to travel in and out of state, possibly in inclement weather
- Able to work weekends when necessary and be on a call-out basis

Duties and Responsibilities:

- Provide overall guidance for the safety program in the department; ensure compliance with applicable government safety regulations and Company safety policies and procedures
- Supervise all Shipping/Receiving Specialists
- Select, train and coach staff to insure an efficient, safe, stable and cooperative work force
- Ensure consistent compliance with applicable Company and Governmental policies and procedures
- Supervise and direct the storeroom operations for plant operations to provide spare replacement repair parts for plant mobile and manufacturing equipment
- Research and procure cost effective spare parts through original equipment manufacturers and alternative sources
- Procure cost effective supplies through competitive bid processes as applicable
- Execute shipment terms, Customs process for international shipping, file damage claims and perform tracking methods for Company purchases
- Oversee material receivables for purchase order verification to insure correct invoice payments for accounts payable
- Make purchase order revisions for taxation and shipping charges to insure proper charges are included in the system and match up with vender invoices
- Work with Purchasing Manager to provide support for internal and external financial audits of purchasing and inventory control systems
- Responsible for protecting the Company's interests in the performance of all duties



PHOENIX CEMENT

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Position Opening

- Perform any other duties incidental to this job classification

Internal Applicants-please complete an Internal Transfer Opportunity Request Form located in MySRMG>Human Resources>HR Forms
and send to crifon@srmaterials.com.

External Applicants-please complete an application on our website www.srmaterials.com, email to crifon@srmaterials.com or fax to 928-639-8066.

Salt River Materials Group(SRMG) is the commercial trade name for the marketing activities of Phoenix Cement Company and Salt River Sand & Rock. Phoenix Cement Company and Salt River Sand & Rock are independent divisions of the Salt River Pima-Maricopa Indian Community.

Salt River Materials Group preferentially hires Native Americans.