



**This is an onsite position in Twin Falls, Idaho. Remote work is not offered for this position.**

## **Seastrom Manufacturing Company, Inc.**

### **About Us**

Seastrom Manufacturing Co., Inc. is a U.S. manufacturer of precision stamping along with standard and custom assembly hardware located in Twin Falls, Idaho. Seastrom has earned the distinction as an approved supplier for most major aerospace, automotive, and commercial manufacturers. Seastrom offers several custom capabilities including Precision Stamping, CNC Machining, Multi-Spindle Screw Machining, Four-Slide Process, Waterjet, Laser Part Marking & Engraving, Special Packaging and Engineering assistance in developing parts that will increase value and lower costs.

Seastrom Manufacturing's investment in manufacturing capabilities and certifications assure each customer the highest level of precision. Seastrom Manufacturing is DFARS, REACH, RoHS, Nadcap, PPAP, and ITAR compliant, and is ISO9001 and AS9100 certified.

### **Opportunity: PURCHASER – MRO, Materials, Purchased Parts, Outside Processing – Full Time**

The **Purchaser** is responsible for the cost-effective and timely procurement of maintenance, repair, and operations materials, outside process services, and other assigned materials, products, and services that directly support the company's operations. The **Purchaser** will have a proven track record of building strong partnerships with suppliers.

Consistently follows processes and schedules independently, with periodic interaction with managers and others while following our core values of maintaining relationships in a team environment modeling professionalism, interpersonal skills, problem solving, adaptability, and personal value commitment.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Daily review MRO material demand forecasts to ensure production inventory needs are met while adhering to material purchasing strategy.
- Obtain competitive bids for materials, products, and services.
- Continuously maintain standardized product pricing in electronic form.
- Identify suppliers with respect to quality, service, innovation, and cost competitiveness.
- Performs supply chain analysis for purchases of material/services and develops an action plan with involvement of Purchasing, Engineering and Customer Service.
- Works closely with Product Development to determine sourcing needs for new products.
- Works with vendors on Reach/ROHS, conflict minerals, DFARS, and counterfeit parts.
- Complies with ISO/AS9100 standards.
- Completes and communicates annual supplier performance evaluations.
- Maintain Tool Crib inventory to Production spare parts and service requirements.
- Utilize computerized systems for ordering.
- Validate accuracy of material requested on work orders.
- Provide prompt, accurate service to internal customers.
- Purchase materials from approved vendors while always seeking quality products and service at the lowest prices.
- Receive, monitor, and dispense inventory.
- Resolve rejected material orders to the benefit of the company.
- Create and maintain inventory part numbers.
- Research problems with orders as needed.
- Receive, monitor, and dispense MRO inventory as needed.



- Maintain MSDS sheets for all purchased items.
- Meet or exceed deadlines, standards, and quality.
- Active participation and support of a team environment at all times while supporting the company's human resource and safety policies, procedures, and practices.
- Knowledge of blueprints/part numbers/product specifications.
- Customer service skills including tact, diplomacy, and follow-up.
- Communication skills, written, and verbal for face to face and telephone communication.
- Attend meetings as required.
- Work in a safe and professional manner, keep a clean work area, and wear proper protective equipment.

#### **QUALIFICATIONS:**

- Must be at least 18 years of age.
- Must meet "US Person" criteria per ITAR compliance regulations.
- Bachelor's Degree in business administration or a related field.
- 4+ years of purchasing management experience.
- American Production and Inventory Control society (APICS) certification preferred.
- SAP software experience required.
- Strong knowledge of supply chain management required.
- Proven history of developing effective inventory management policies required.
- Ability to read, write and speak the English language with comprehension skills sufficient to understand safety standards and job performance expectations.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to interpret instructions which may be furnished in written, oral, diagram or schedule form.
- While performing the duties of this job, the employee is required to use hands to finger, handle, or grab; reach with hands and arms; and talk and hear. The employee rarely, if ever, is required to walk, stoop, kneel, crouch and reach. The employee is required to sit for extensive lengths of time. The employee is occasionally required to lift and/or move 10 pounds and rarely lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, depth perception and the ability to adjust focus. Must wear steel-toe shoes/boots and other personal protective equipment such as hearing protection and safety glasses.
- The noise level in the environment is low and occasionally loud.

#### **BENEFITS** *(health benefits begin the first day of the month following the hire date):*

- Relocation assistance may be available
- Comprehensive benefits package including Health, Dental, Vision, Life, and Long-Term Disability
- Additional voluntary benefits such as additional life, accidental death, and critical illness
- 401K program with company-matching
- Paid time off (PTO) from 1 to 3 weeks depending on length of service
- Paid Personal Days - up to 5 days per year
- Nine (9) company-paid holidays
- Profit Sharing
- Referral program
- Length of service program for full-time employees
- Drug-free workplace
- Safe, clean, climate-controlled facility



**EEO STATEMENT:**

Seastrom Manufacturing Co., Inc. is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, or veteran or disability status.