

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Expediter

JOB CODE : 050830

DATE PREPARED : April 13, 1993

Revised: January 10, 1995

SUMMARY STATEMENT

The incumbent administers purchase order and/or noncomplex subcontracts ensuring delivery of materials, supplies, services, and repairs.

DIMENSIONS

The incumbent reports to a Procurement Section Supervisor and has no supervisory responsibility.

NATURE AND SCOPE

1. Responsible for expediting purchase orders and/or noncomplex subcontracts by contacting vendors/subcontractors regarding delivery status, billing, overages, shortages, deliverables, submittals, reports, and discrepancies; works closely with Buyers and/or Contract Administrators;
2. Operates computer using Procurement Requisition Tracking System, inputting status, memoranda to Company and agency personnel, sending mail, and retrieving information on vendors/subcontractors and purchase orders/subcontractors;
3. Informs end users/requesters/field coordinators of status of purchase orders/subcontracts;
4. Compiles information for discrepancy reports and subcontractor performance evaluations;
5. Compiles information and negotiates change orders or subcontract modifications and obtains necessary approvals; passes information to Manager;
6. Monitors and processes reports from field coordinator, compliance organization, and/or warehouse to ensure proper distribution, payment, and receiving;
7. May negotiate with vendors/subcontractors for discounts on late deliveries or subcontractor deficiencies;;
8. Assists requesters in preparation of requests for noncomplex subcontracts; may participate in evaluation of proposals;
9. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
10. Performs related duties as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Occasional standing/walking short distances throughout office areas;
2. Constant sitting at desk while completing paperwork, using telephone, etc;
3. Occasional lifting/carrying for short distances paperwork, supplies, files up to 15 pounds;
4. Occasional push/pull, opening doors or file drawers exerting up to five to ten pounds of force;

Expediter

5. Occasional bending/twisting at waist/knees, to and from seated position or while filing in lower drawers, twisting while at work station;
6. Frequent use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, completing paperwork, using telephone, filing, etc.; occasional overhead reaching required;
7. Constant use of sight abilities in reading paperwork, computer screen, etc.;
8. Constant use of speech/hearing abilities in communicating with vendors, coworkers, supervisors both in person and over the telephone.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in ensuring all details of purchase orders are met in accordance with Company policies and procedures;
2. Must possess independent judgement, initiative, and ability to work with minimal supervision;
3. Must be able to apply established procedures, solve problems, make decisions, and negotiate with vendors;
4. Must possess good oral/written communication skills and interpersonal skills in dealing with others in a professional and effective manner; frequent telephone contact to handle complaints, give/receive instructions, and exchange information with suppliers, vendors, customers, coworkers, managers, etc.;
5. Must be able to work under pressure of frequent interruptions, multiple priorities, and deadlines;
6. Must be able to plan, prioritize, and organize work to ensure delivery of goods and services in a timely manner;
7. Must be able to read/write/speak English and possess basic mathematical skills; must be able to complete logs and forms accurately; read and understand complex departmental procedures;
8. Must be able to train assigned personnel if required.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed in office with minimal climate control.

Tools & Equipment Used: Computer (personal and mainframe), printer, telephone, copier, fax, adding machine, other office equipment.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent required. Two years of applicable work experience required. Previous purchasing or contract administration experience or traffic management experience preferred.

OTHER SPECIAL QUALIFICATIONS

Basic computer skills required.