



1000 Western Drive • Brunswick, OH 44212-4330

PHONE: 330-225-3200 • FAX: 330-225-1499 • www.columbiachemical.com

At Columbia Chemical, providing quality additives for the metal finishing industry is our business. Since our beginning in 1975, we have specialized in developing high quality plating processes. Located in Brunswick, OH, Columbia Chemical is an ESOP Company with easy access to Interstate 71. Columbia Chemical is an Equal Opportunity Employer.

Position Summary: Purchasing Manager

This position serves as the frontline communication with our vendors. Responsibilities include sourcing of materials, monitoring supplier approval and performance, monitoring inventory levels, issuing purchase orders from ERP system, and negotiating material and freight costs.

Essential Functions:

1. Source materials and packaging based on quality, cost, and availability.
2. Monitor supplier approval process and maintain performance records.
3. Place orders, generate PO's from ERP system and confirm PO's for resale products, packaging, raw materials and equipment. Select and schedule freight carriers based on delivery date and price.
4. Monitor and maintain appropriate inventory levels of raw materials, packaging, finished goods, resale and equipment. Order and maintain inventory for warehouse supplies.
5. Post inventory adjustments, review lot number issues, and work with accounting to resolve discrepancies in ERP systems.
6. Review MRP daily. Work with Scheduling Foreman to ensure materials arrive in time to meet production demand and production schedule.
7. Oversee purchasing department and Buyer. Implement procedures and policies for department.

Nonessential Functions:

1. Maintain supplier records in ERP system. Enter newly approved suppliers. Maintain raw material and WIP inventory cards. Enter new inventory numbers.
2. Communicate with suppliers to ensure required documentation is received including Safety Data Sheets, Certificates of Analysis, and Certificates of Origin.
3. Reconcile weekly cycle counts and annual physical inventory. Analyze variances for root cause.
4. Provide timely and accurate cost data and reporting to leadership, sales and accounting. Reconcile reports with accounting when issues arise.
5. Maintain supplier ISO performance files and Non-conforming materials logs.
6. Answer phones and other duties as assigned.

Competencies:

1. Basic supervisory skills
2. Communication skills
3. Problem solving/critical thinking skills
4. Negotiation skills
5. Flexibility and adaptability
6. Works well in a team
7. Quality of work
8. Ability to multitask



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Work Environment:

1. This position is performed in an office setting, five days a week with typical work hours being 7:45 am through 4:00 pm. Ability to telework may be available on a part-time basis. Occasion overtime may be required.
2. Frequently this position will be required to walk into the plant or up stairs into the lab to gather information or collaborate with other departments.
3. This position is salaried.

Physical Demands:

1. While performing the duties of this job, the employee is regularly required to lift, walk, stand, sit, bend, reach with hands and arms, climb, push/pull, use hands, and see, hear and speak.
2. The employee must occasionally lift and/or move up to 25 pounds.
3. The noise level in the work environment is usually moderate.

Technical Expertise/Specialized Knowledge:

1. Proficiency in MS Office [Outlook, Excel, Word] and Adobe or similar software is required.
2. Experience with Microsoft Dynamics Great Plains and Vicinity Manufacturing are preferred.
3. Ability to use computer, copiers, fax machine and scanner is required.

Education and Experience:

1. Education: Bachelor's Degree in Business, Supply Chain or Purchasing is required.
2. Certification: CPSM is preferred.
3. Years of experience: 5 years general purchasing or supply chain experience is required. Experience in a manufacturing setting is preferred.

Compensation:

1. Healthcare, 401(k), Employee Stock Ownership Plan
2. Salary commensurate with experience

Contact:

Email resume in PDF or Word format to careers@columbiachemical.com

No phone calls please.