



## Piper Aircraft, Inc. Job Description

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**JOB TITLE:**

Indirect Purchasing Agent

| <b>DEPARTMENT:</b> | <b>REPORTS TO:</b> | <b>GRADE:</b> | <b>NUMBER:</b> | <b>PAY TYPE:</b> |
|--------------------|--------------------|---------------|----------------|------------------|
| 8211               | Sourcing Manager   | M4            | 1              | Exempt           |

**POSITION SUMMARY:**

Manage Indirect Spend from requisition placement to development of strategic sourcing relationships with emphasis on cost, efficiency, and quality. This is a key position for identifying cost savings opportunities and driving change from a decentralized purchasing system to a centralized purchasing system. This individual will be a change agent for more innovative ways to manage indirect spend practices by standardizing, consolidating, and leveraging indirect spend to reduce costs and raise service levels. (*Indirect Spend includes, but is not limited to, business services, outside services, temp labor, MRO supplies, capital equipment, and travel.*)

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**ESSENTIAL JOB FUNCTIONS:**

- Enter LN Requisitions for various departments
- Analyze Indirect Spend activity for trends and opportunities
- Assist in the transition of Indirect Spend to LN Requisition System
- Work closely with Sourcing Team on cost reduction strategies, process improvement, and changing the paradigm of the current indirect purchasing process
- Serve as Administrator for LN Requisitions Approval and Office Depot Business Account
- Ability to train new users of LN Purchase Requisition System
- Responsible for adding New Business Partners in LN; communicating as needed with Finance & Quality organizations
- Produce weekly and monthly accomplishment summaries on behalf of Senior Director – Materials
- Ensure Sourcing activity is accurately captured in Continuous Improvement Database (Access)
- Maintain Monthly Production Leveling Database (Access)
- Maintain Pipernet webpage for Supply Management (Web Expression Software)
- Process and log PIAF/NIIN requests, MROs, and Rev Level communications with Suppliers
- Responsible for Records Retention activity for Purchasing Dept.
- Work with IT to develop/modify reports as required
- Perform other duties, attend meetings or provide reports/information as directed by Supervisor

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**SUPERVISORY RESPONSIBILITIES:**

This job has no supervisory responsibilities. Will be required to train and assist other employees.

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**QUALIFICATIONS:**

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

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**EDUCATION AND EXPERIENCE:**

Requires a Bachelor's Degree in a related field and at least three years' experience in the purchasing field as a Buyer, Purchasing Specialist or Purchasing Agent. American Purchasing Society Certifications – CPP, CPPM, or CPM desirable. In-depth knowledge of data mining and analysis, commodity management, and procurement process. Highly independent and self-directed, with strong organizational skills and the ability to work with confidential information.

Demonstrated proficiency in Microsoft Excel, Word, Access, and PowerPoint. Familiarity with ERP system preferred.

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**LANGUAGE SKILLS:**

The employee must be able to demonstrate a high degree of professionalism with the ability to communicate effectively with all internal and external customers in both written and oral form. Requires exceptional interpersonal skills and tact to liaise with functional organizations within the company.

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**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those the employee encounters while performing the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is exposed to both an office environment and to a manufacturing environment with elements such as noise, heat, cold.

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**SAFETY AND POLICY PRACTICES:**

The employee in this job must be knowledgeable in regard to the safety policies and procedures of the Company as described in the Company safety manual. The employee must adhere to all said policies and procedures while supporting the goals and objectives of the organization and recognize the Company's need to achieve its business objective. Employee is responsible for complying with company hazardous waste disposal procedures.

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**WRITTEN BY:****APPROVED BY:****DATE:**

Mark Leffler – Sourcing Manager

10/03/16