



<b>Job Title:</b> Purchasing and Materials Supervisor	<b>Reports to:</b> CFO	<b>Revision date:</b> 09/4/2024
<b>Department:</b> Accounting/Financial	<b>Classification:</b> Non-exempt	Fair Labor Standards Act (FLSA):

### Customer Service Excellence:

In keeping with our mission of customer satisfaction, all jobs carry with them an overriding responsibility to provide extraordinary customer service in terms of quality, timeliness and assistance. A commitment to service excellence is expected of all employees.

### General Description:

Responsible for the materials procurement and materials management function, including planning, procurement, storage, control, and distribution of materials and products to meet Company objectives and customer requirements. Responsible for directing and administering vendor relations, purchasing, inventory control, shipping and receiving, subcontractor contact, material storage, and yard maintenance.

### Essential Job FunctionsvO:

- In accordance with industry best practices, monitor and maintain inventories of materials and consumables. Maintain procurement records for materials, inventory, supplies, equipment, and services purchased, including costs, delivery, product quality, performance, and inventories.
- Confer with vendors and contractors to obtain product or service information such as price, availability, and delivery schedule. Work with management to determine the most advantageous procurement method, such as purchase order, RFQ, or bid, and prepare the purchase orders, RFQs, or bids as needed.
- After conferring with vendors and contractors, work with management, network operations, and internal and external engineering teams to determine the product or service requirements. Then, select the vendors and products for purchase and oversee the purchasing and/or contracting for materials, inventory, supplies, equipment, and services.
- Oversee and maintain the requisition process. Turn approved requisitions into Purchase Orders for approval by the Controller and CFO.
- Establishes and maintains purchasing practices and policies to ensure honest, fair, and ethical relationships with vendors.
- Work with department heads and outside engineering to explore new materials, suppliers, and processes to achieve the best possible quality, reliability, prices, continuity, and delivery. Keep abreast of all materials, automotive markets, and material pricing trends that affect the Company.



- Investigate and solve problems resulting from material shortages, however caused.
- Review all material and inventory allocated to each Work Order to ensure accuracy. As needed, assist the Controller with the Work Order close process. Also, assist the Controller with Work Order opening and Task creation for time coding.
- Conduct periodic and annual inventories. Reconcile results with computer records per industry best practices and report the results to the CFO and external auditors.
- Package and ship customer-premise equipment, as well as return shipments of material and inventory. Work with the Controller to help retire materials and equipment by cleaning, categorizing, preparing, and boxing items for disposal, shipment, recycling, reselling, or auction.
- Supervise yard and warehouse maintenance, supervise and maintain inventory and equipment storage, and coordinate facilities maintenance.
- Supervise the yard and warehouse associate.
- Other duties as assigned.

#### **Knowledge, Skills, and Abilities:**

- Language – Ability to read and interpret documents such as safety rules, operating and maintenance manuals, instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers and employees of the organization.
- Physical – Ability to work in a physically demanding and active environment that will entail being indoors and outdoors, daily, year-round. This position is not remote and will not become remote in the future. This position often involves driving to remote locations to count or retrieve inventory.
- Operator – Ability to operate a variety of medium to heavy equipment without accommodation. Operating a skid steer with forklift blades for loading and unloading cargo on trucks and trailers is a minimum requirement.
- Rigging – Safe loading and unloading of cargo and equipment on various trucks, trailers, and pallets, with the ability to train others to safely train others to follow the same procedures.

- Mathematical skills – Ability to calculate figures and amounts such as discounts, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry
- Reasoning – Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several variables in standardized situations.
- Computer skills—To perform this job successfully, the individual should have knowledge of inventory, order processing, and spreadsheet software. This job requires daily computer input time.
- Analytical - Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs workflows and procedures.
- Problem Solving - Identifies and resolves problems promptly; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem-solving situations; uses reason even when dealing with emotional topics.
- Technical Skills - Assesses their own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.
- Customer Service - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.
- Interpersonal Skills - Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; controls emotions; remains open to others' ideas and tries new things.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.

- Written Communication – Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively.
- Teamwork – Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts team success above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.
- Ethics – Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethics; upholds organizational values.
- Judgment – Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in the decision-making process; makes timely decisions.
- Safety and Security – Observe safety and security procedures; determine appropriate action beyond guidelines; report potentially unsafe conditions; use equipment and materials properly.
- Adaptability – Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; can deal with frequent change, delays, or unexpected events.
- Dependability – Follows instructions, responds to management direction, takes responsibility for own actions, keeps commitments, and commits to long work hours when necessary to reach goals. Completes tasks on time or notifies the appropriate person with an alternate plan.
- Initiative – Volunteers readily; undertakes self-development activities; seeks increased responsibilities; looks for and takes advantage of opportunities; asks for and offers help when needed.

**Education and Experience:**

- Bachelor's degree (B. A.) from a four-year College or university; or one to two years related experience and/or training; or equivalent combination of education and experience.
- Current Driver's License required, CDL heavily encouraged, Medical Card
- US citizen, or legal resident with unlimited ability to work.

**Physical Requirements:**

This position requires some physical labor outside, in extreme weather conditions including heat up to 110° and cold to -20° Fahrenheit. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential 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 regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee must regularly lift and /or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.



<b>PHYSICAL REQUIREMENTS</b>	<b>0-24%</b>	<b>25-49%</b>	<b>50-74%</b>	<b>75-100%</b>
<b>Seeing:</b> Must be able to read and interpret - related documents. Must be able to work with computer monitors with at least 1280 x 1092 image resolution.				<b>X</b>
<b>Hearing:</b> Must be able to communicate with co-workers, construction contractors, consultants, government agencies, and customers. Must be fluent in English as primary language.				<b>X</b>
<b>Movement:</b> Must be able to perform outside general physical labor for 1-4 hours per day.		<b>X</b>		
<b>Lifting/Pulling/Pushing:</b> Must be able to lift approximately 50 pounds, arms extended from chest, for periods up to one hour. Must be able to lift at least 25 pounds frequently; usually ground-level to waist-level; occasional waist to over-head lifting.				<b>X</b>
<b>Fingering/Grasping/Feeling:</b> Must be able to type on keyboard and grasp computer mouse for extended periods of time and operate various handheld devices.				<b>X</b>



**Note:**

It is the policy of Beehive Broadband to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law. Beehive Broadband prohibits any such discrimination or harassment.