



UPN is currently looking for a **Purchasing Specialist** located in **Kansas City, MO**. The Purchasing Specialist reports to the Manager of Material Planning. This position will be responsible for purchasing and tracking deliveries of inventory to our markets across the country. They will also be responsible for reporting any delays and working internally to offset the delays. This position will also be required to forecast on parts needed throughout the year and provide up to date inventory levels. This position requires an ability to work in a fast-paced environment, while maintaining a focus toward on-time deliveries and inventory management.

Specific responsibilities include:

This position requires an ability to work in a fast-paced environment, while maintaining a focus toward on-time deliveries and inventory management:

- Purchasing inventory for markets across the country
- Track expected ship dates and any delays
- Report on any delays of shipments and work to find alternatives to the equipment needed
- Maintain approved inventory levels while preventing excess inventory
- Manage inventory rotation to prevent obsolescence
- Make recommendations and assist in implementation of process improvements
- Perform other functions as assigned

Support:

- Process inventory receipts
- Process inventory adjustments
- Assist in physical counts and reconciliations
- Resolve invoice discrepancies and approve inventory invoice
- Maintain inventory allocation records
- Forecast inventory requirements

Requirement for the position include:

- Bachelor's Degree or equivalent experience and training preferred
- Purchasing and/or inventory experience preferred
- Microsoft Office skill specifically Excel and Outlook
- Attention to detail and organizational skills
- Ability to prioritize and manage multiple projects successfully
- Professional communication skills – oral and written

Salary is commensurate upon education and experience. Qualified candidates interested in this opportunity should submit their cover letter, resume and salary requirements.

UPN is an Equal Employment Opportunity Employer

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