



Purchasing & Product Administrator

Wigwam Mills, Inc. is a long-standing leader in the US-based development and manufacturing of high-quality, performance socks. We work together as a team and know that our greatest asset is a loyal, well-informed employee. Founded in 1905 by the Chesebro family, Wigwam remains privately owned today. Come join our family-owned business, proudly located in Sheboygan, WI for over 110 years!

PRIMARY POSITION FUNCTION:

Prepare, manage and maintain issued purchase orders for all required materials and services. Review knitting material requirements and work with the Manager of Cost Applications to prepare, manage and maintain issued purchase orders for these materials to support production plans. Provide support and assistance as required to the Sales & Marketing Departments.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Primary responsibility is reviewing yarn requirements to support production activities and preparing, managing and maintaining issued purchase orders for all required materials and services.
 - Yarn requirements are reviewed in detail on a weekly basis using information that is generated from the MPS/MRP daily updates. Recommendations to issue new purchase orders or cancel existing purchase orders may be routed to the Director of Operations. Daily yarns are expedited and de-expedited as dictated by the business.
 - Purchase orders for all required materials and services are issued daily. Purchase orders are to be managed in detail daily, which includes, but is not limited to receipt confirmation, maintaining delivery dates, expediting, de-expediting, filing, sorting, pricing and resolving invoice discrepancies. Requests to purchase can originate from a variety of departments within the organization.
 - Maintain the product master file and the data integrity of open purchase orders.
 - Must be able to communicate clearly and concisely.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Enter all purchase orders into the computer system. Route and confirm orders with suppliers.
2. Maintain correct expected delivery dates within the ERP.
3. Work with vendors and the Master Production Planner to coordinate PO deliveries within the needs of the production schedule.
4. Review and accept MRP suggestions for raw material and supplies to support manufacturing requirements.

5. Schedule delivery of raw materials and coordinate receipts with the Receiving Department and Accounts Payable.
6. Confirm purchase order acknowledgements for contracts. Monitor contracts and notify the appropriate contacts as contracts near completion.
7. Monitor all orders: expedite or defer product as needed.
8. Sorting and filing documents, both in hard copy and electronically so easy access of records are maintained for Accounts Payable, and others.
9. Add yarn and chemical products to the product master file. Maintain all related data.
10. Maintain other master files that support the Purchasing application.
11. Enter standards for purchased items as needed.
12. Verify and enter receipts of outsourced finished goods.
13. Assist in maintaining and entering future cost standards.
14. Coordinates external product testing
15. Enters and tracks all salesman sample orders
16. Orders packaging
17. Fax yarn submits to vendors
18. Track new yarns for Product Development
19. Maintain product history files (public folder) and archive product in the mezzanine.
20. Oversee the hallway sale – ensuring product is ordered and available for customers. Organize the employees who will work at the hall sale and all items needed for a successful hallway sale.
21. Update job knowledge by participating in educational opportunities.
22. Be committed to continuous improvement in all areas of control and responsibility.
23. Perform other duties as assigned.

EDUCATION AND EXPERIENCE REQUIREMENTS:

REQUIREMENTS:

- Excellent verbal and written communication skills including the ability to effectively communicate with all internal customers.
- Excellent computer proficiency (MS Office – Word, Excel).
- Understanding of production planning and control processes and the impact these processes have on the entire organization.
- Exceptional attention to detail is required.
- Must be able to work under pressure and meet deadlines while maintaining a positive attitude and providing exemplary customer service.
- Ability to work independently and to carry out assignments to completion within prescribed deadlines, routines and standard accepted practices.
- High school diploma or GED required.

- Associate Degree from an accredited institution or 3+ years of experience in a Purchasing or Product Administrator role in a manufacturing or service industry.

PREFERENCES:

- Bachelor's degree
- APICS CPIM or CSCP certification

PHYSICAL REQUIREMENTS:

- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards.
- Must be able to lift and carry up to 35 lbs.
- Must be able to communicate clearly on the telephone, in person or electronically.
- While performing the duties of this job, the employee is frequently required to sit or stand; talk or hear and use hands to handle or touch objects or controls.

WORK ENVIRONMENT:

- Normal office environment with some exposure to the factory.
- Must work within the written safety policies and guidelines of the organization.