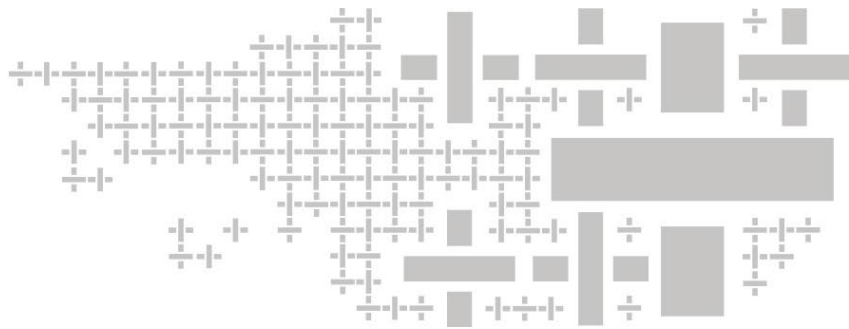




Inventory & Purchasing Specialist

Job Description

Company Name: CIB Wire & Iron Works, LLC
Location: Mukwonago, WI (2 locations)
Position Type: Full-Time On-Site
Reports to: Chief Operating Officer

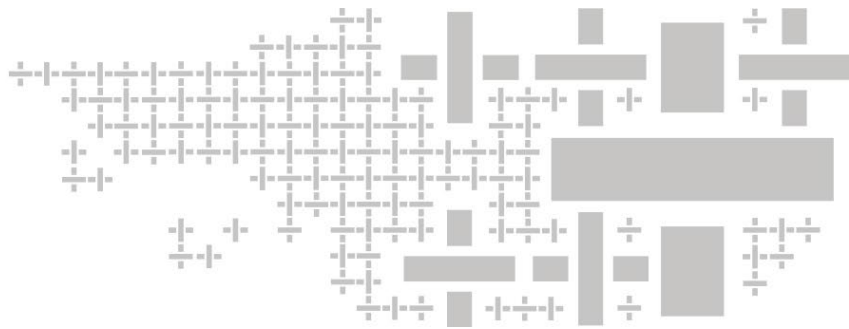
Summary: Responsible for planning, implementing and managing the company's inventory of raw materials and stock items, including cycle counting and inventory accuracy. Ensures the quality, pricing and lead time of materials and maintains all related documentation. Manages contracts with external vendors providing services for Banker Wire products, including plating, coating, and other outsourced processes. Oversees the Receiving Department and personnel. Works continuously with vendors to drive quality improvements, conduct performance evaluations, identify cost-saving opportunities, and implement corrective actions. Manages raw material pricing through the company's quoting system.

Education: Bachelor's Degree in related field OR 3-5 years of proven purchasing and inventory experience.

Work Environment: Office with occasional shop/plant work.

Job Duties (additional duties may be assigned):

- Manages purchasing activities for raw materials, consumables, office supplies, maintenance items, building maintenance, packaging and vendor services.
- Assigns purchase orders and verifies invoices for accuracy and timely processing.
- Develops and maintains strong working relationships with vendors and service providers.
- Researches and evaluates vendors to ensure optimal pricing, quality, and lead times through competitive quoting and bidding processes.
- Maintains raw material inventory levels using cycle counts, order reports, forecasts, and other inventory management tools.
- Ensures physical inventory aligns with database records; investigates discrepancies and reports findings to Executive Management.
- Monitors inventory requirements and enters orders for internally drawn wire
- Coordinates outside processing services, including powder coating, anodizing, galvanizing, and other outsourced processes, ensuring materials are delivered with the appropriate documentation and picked up promptly upon completion.
- Expedites and monitors order status, communicating updates and potential delays to the Sales and Production teams.
- Manages the Vendor-Managed Inventory (VMI) system for stock skids and coordinates the purchase of custom skids or crates.
- Maintains adequate inventory levels of all packing materials, crates, skids, and other shipping supplies.



- Communicates promptly and professionally with Sales, Production, and Management regarding issues that may impact products, production schedules, or customers.
- Manages office maintenance, Receiving Department, and facility maintenance contractors including cleaning and grounds services.
- Distributes received materials and supplies to the appropriate departments.
- Coordinates urgent or impromptu purchases with supplies or materials are needed immediately.
- Assigns appropriate General Ledger (GL) accounts to purchased items.
- Works closely with the Accounting Department to ensure invoices and packing slips are accurate and that purchases align with approved quotations.
- Investigates and resolves discrepancies between received items and purchase orders.
- Proactively forecasts material and supply requirements to prevent shortages, including rod, stainless steel, and other critical materials.
- Partners with vendors to address quality issues, implement corrective actions, and identify opportunities for pricing improvements.
- Evaluates vendor performance through vendor “report cards,” including quality, pricing, and on-time delivery metrics.
- Maintains raw material pricing , quotes, and book pricing with the company’s quoting models.

Skills and Qualifications:

- Strong time management, organizational, and prioritizations skills.
- Exceptional attention to detail and accuracy.
- Strong analytical and problem-solving skills, with the ability to interpret information and apply company policies and procedures effectively.
- Working knowledge of purchasing principles, strategies, and best practices.
- Excellent communication, interpersonal, negotiation and vendor relationship management skills.
- Experience with corrective action processes and vendor development
- Proficient in Microsoft Office and business applications, including purchasing, inventory management, and enterprise resource planning (ERP) systems.

Benefits and Compensation:

- Salary based on experience
- Annual bonus
- Competitive Benefits: Health, Dental, Vision, 401K and many more
- On-site gym
- Dress for your day! – Casual work environment