



TRU-STONE TECHNOLOGIES DIVISION

Inventory Specialist/Technical Buyer

Department: Purchasing

FLSA Status: Exempt

Work Schedule: Monday-Friday

Job Status: Full Time

Reports To: General Manager

Amount of Travel Required: 5 - 10%

Positions Supervised: N/A

POSITION SUMMARY

Responsible for managing all aspects of inventory control while sourcing, evaluating, and purchasing technical materials, components, and equipment. This role ensures accurate stock levels, efficient procurement processes, and strong supplier relationships to support smooth operations and production needs. Manage inventory levels and pricing to achieve company financial goals. This role requires attention to detail, technical knowledge, consistent follow up, and being skilled at balancing cost, quality, and lead time.

ESSENTIAL FUNCTIONS

Inventory Management

- Maintain accurate inventory levels through regular cycle counts, audits, and reconciliation.
- Track, analyze, and forecast inventory needs based on production schedules, historical data, and demand trends.
- Organize and optimize facility layout, labeling, and storage systems.
- Monitor incoming and outgoing materials to ensure proper documentation and traceability.
- Identify slow-moving, obsolete, or excess inventory and recommend corrective actions.
- Maintain inventory records in ERP/MRP systems with high accuracy.

Technical Purchasing

- Source and procure technical parts, materials, and equipment based on engineering specifications and operational requirements.
- Evaluate suppliers for quality, reliability, pricing, and lead times.
- Request and analyze quotes, negotiate pricing and terms, and issue purchase orders.
- Collaborate with engineering, production, and quality teams to ensure purchased items meet technical standards.
- Track order status, expedite deliveries when needed, and resolve supply chain issues.
- Maintain supplier relationships and develop new vendor partnerships as needed.

Cross-Functional Collaboration

- Work closely with production teams to understand material needs and prevent shortages.
- Coordinate with finance on budgeting, cost control, and invoice reconciliation.
- Support engineering with technical documentation, part specifications, and alternative sourcing.
- Communicate inventory and purchasing updates to GM.
- Support Operational Excellence and other continuous improvement programs as needed.
- Support and comply with company policies including but not limited to safety, ethics, computer usage, and other processes and procedures.
- Other duties as assigned.

POSITION QUALIFICATIONS

Competency Statement(s)

- ◆ Accountability - Ability to accept responsibility and account for his/her actions.
- ◆ Accuracy - Ability to perform work accurately and thoroughly.
- ◆ Assertiveness - Ability to act in a self-confident manner to facilitate completion of a work assignment or to defend a position or idea.
- ◆ Attendance - Regular, reliable attendance is an essential function of this position. Employees must maintain consistent punctuality and adhere to the company's attendance policy.
- ◆ Communication, Oral & Written - Ability to communicate effectively in English clearly and concisely.
- ◆ Customer Oriented - Ability to take care of the customers' needs while following company procedures.
- ◆ Decision Making - Ability to make critical decisions while following company procedures.
- ◆ Ethical - Ability to demonstrate conduct conforming to a set of values and accepted standards.
- ◆ Innovative - Ability to look beyond the standard solutions.
- ◆ Interpersonal - Ability to get along well with a variety of personalities and individuals.
- ◆ Management Skills - Ability to organize and direct oneself and others.
- ◆ Problem Solving - Ability to find a solution for or to deal proactively with work-related problems.
- ◆ Presentation Skills - Ability to effectively present information publicly.
- ◆ Reliability - Being dependable and trustworthy.
- ◆ Tactful - Ability to show consideration for and maintain good relations with others.
- ◆ Team Building - Ability to lead a group of people to work toward a goal.
- ◆ Technical Aptitude - Ability to comprehend complex technical topics and specialized information.

Education

Associate degree (two-year college or technical school) preferred.

Experience

- Two years' Technical Buyer and/or Inventory experience.
- Experience in inventory control, purchasing, supply chain, or related field.
- Strong understanding of technical components, manufacturing materials, or industrial equipment.
- Proficiency with ERP/MRP systems and inventory management software.
- Excellent analytical, organizational, and problem-solving skills.

SKILLS & ABILITIES

Computer Skills

JobBoss MRP System, Microsoft Excel, Word, Access proficiency.

PHYSICAL DEMANDS

Physical Abilities

Lift /Carry

Stand	O	10 lbs or less	F
Walk	O	11-20 lbs	O

Sit	F	21-50 lbs	O
Handling / Fingering	F	51-100 lbs	N
Reach Outward	F	Over 100 lbs	N
Reach Above Shoulder	O		
Climb	O	Push/Pull	
Crawl	O	12 lbs or less	F
Squat or Kneel	O	13-25 lbs	O
Bend	O	26-40 lbs	O
		41-100 lbs	N

N (Not Applicable) Activity is not applicable to this occupation.

O (Occasionally) Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently) Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly) Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

Other Physical Requirements

Vision: Near, Distance, Peripheral and Color.

Ability to wear Personal Protective Equipment (PPE): Steel Toe Footwear, Protective Hearing and Eyewear.

WORK ENVIRONMENT

Environmentally controlled manufacturing facility utilized for precision granite, ceramic, carbon fiber and other medium used in precision metrology applications to manufacture custom precision granite machine bases and accessories.

Acceptance Statement

I have carefully read, understand, and accept the job description, including the qualifications, requirements, and physical demands of the position of Inventory Specialist/Technical Buyer at Starrett Tru-Stone Technologies. I certify that I can and will perform the essential functions of the position. Management reserves the right to change job responsibilities, duties and hours as needs prevail. This document is for management communication only and does not indicate a written or implied contract of employment.

Employee's Signature

Date

Supervisor's Signature

Date

Human Resource Manager's Signature

Date

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.