

Company

AFL (Analytical Food Laboratories, Inc.) is an A2LA accredited, ISO certified, nationally recognized third party food, water, cosmetic, dietary supplement and pharmaceutical testing laboratory located in the Dallas-Ft Worth area(Grand Prairie), Texas. Founded in 1992, AFL brings specialized services to a wide variety of industries including food, beverage, water, pharmaceutical, dietary supplements and personal care products. We work with manufacturers, private label businesses, hospitality, catalog and food service companies, as well as support in- house capabilities, providing full service laboratory testing services.

Starting with one employee, our grass roots philosophy has lead to steady growth for 25 years. Our attention to detail and highly recognized customer service is articulated by our clients. Envision life without corporate 'red tape'. Exceed your expectations by maintaining an upbeat attitude, desire for growth, and reflect the company strategies, values and dedication. The opportunity is NOW to join our team of highly trained personnel as AFL rebuilds and rebrands.

Position Description

The **Purchasing/Inventory Control/Logistics Specialist** contributes to the success of our Company by overseeing the purchasing and inventory of operating supplies, equipment and products. Adheres to the internal systems that track the inventory of operating supplies. Analyzes and forecasts trends, spend and adjusts orders and inventories as required. The purchasing specialist is also tasked with finding the best possible quality within budget, counted on to meet budgetary constraints and increase profitability. Assists departments with budgetary compliance. Assesses the performance of suppliers in response to demands, develops long term relationships, or terminates those who are detrimental to the well-being of the company. Works closely with all areas of upper management, accounting departments, laboratory personnel as well as outside vendors. Oversees logistics duties of incoming supplies, shipments and client supplies.

Primary Duties and Responsibilities:

- Purchasing and Managing Inventory (40%)
- Record Keeping (20%)
- Logistics – Shipping & Receiving (15%)
- Assess Financial Performance of Supplies and Equipment (10%)
- Maintain Vendor Relationships (10%)
- Negotiate Contracts (5%)

Responsibilities

- Place, schedule, and follow-up on orders to ensure accuracy and timely delivery
- Write and analyze requisitions, invoices, supply requests and supply orders
- Track and monitor inventory volumes and needs to determine when to order or purchase new items
- Perform all logistics duties for shipping, receiving and supplying clients with needed supplies, in a timely manner
- Issue and maintain purchase orders for all departments
- Establishing continuing total cost reduction programs (i.e. payment terms, supplier inventory management programs, and quality performance improvements)
- Assist departments in meeting or exceeding purchasing budget for supplies and equipment
- Maintain required records (proposals, quotes, price information, contracts and purchasing metrics)
- Monitor vendor invoices for accuracy. Resolve billing issues and any conflicts between company and vendors
- Maintain working relationships with vendors, evaluate vendor contract terms, negotiate prices or terminate vendors that are detrimental to the well-being of the company
- Manage service contracts, warranties and service issues/calls with vendors
- Negotiate with different vendors for price, quality, timeliness and other factors
- Assess annual performance of vendors, development of improvement plans and renegotiate contracts, pricing at least annually. Maintain on-going vendor performance data and scorecards
- Provide purchasing analysis and reports, as needed, to Executive Management
- Communicate with clients and vendors via telephone and/or email, investigate and resolve any discrepancies within a timely manner
- Other ad-hoc duties and reporting requirements as assigned by Management



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Each employee of AFL must fully understand and follow all facility, laboratory safety and good laboratory practices. Each employee is responsible for safety and therefore, responsible to report safety concerns to their immediate supervisor or manager and take-action if necessary.

Skills and Experience

Minimum of an Associate's degree in Business Administration, Accounting, Finance or related field (Bachelor's Degree preferred)

- Minimum 2 years of practical, directly-relevant experience required (5 years preferred)
- Knowledge of Order Processing Systems; Spreadsheet software and Word Processing software
- Ability to calculate figures and amounts
- Strong attention to detail
- Good communication skills required
- Ideal candidate must be comfortable and effective in working in a team environment
- Ability to problem solve and bring solutions

Characteristics / Key Attributes

- Attention to detail and ability to maintain high level of accuracy
- Ability to maintain confidentiality
- Delivery of timely and accurate information, and work to deadlines skills
- Must be an ethical, honest person
- Must possess drive, energy and resilience
- "Customer first" mentality and strong interpersonal skills
- Objective, organized and results oriented
- Effective listening skills and communicates articulately at all levels and throughout an organization
- Possess team building/development and cross-functional/departmental relationships
- Detail oriented and willing to follow a task through to its completion
- Authorization to work in the United States indefinitely without restriction or sponsorship

PHYSICAL REQUIREMENTS:

- Occasionally sedentary, with computer and telephone use
- Physical activity (climbing, balancing, stooping, kneeling, crouching, reaching, walking, pushing, pulling, lifting) is required to accomplish daily job functions
- Medium work: lifting no more than 50 lbs. occasionally, no more than 30 lbs frequently and/or no more than 10 lbs constantly to move objects

WORKING ENVIRONMENT:

While performing the duties of this Job, the employee is occasionally exposed to fumes, toxic or caustic chemicals, gases, biological materials or airborne particles and extreme temperatures. The noise level in the work environment is usually moderate.

Analytical Food Laboratories, Inc. (AFL) provides a professional working environment and a competitive benefits package that includes comprehensive medical coverage, life and disability insurance, 401(k) with company match, paid holidays and vacation, personal days, and dental and vision options. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

For confidential consideration, send your resume including salary history/requirements to: careers@afltexas.com
To learn more about our company, please visit our website at www.afltexas.com