



Purchasing Associate

This role is located in Elkhart, IN

Want to be part of a fast-growing, high-tech company that is launching new products nationally and experiencing exceptional growth for themselves and their high performing employees? Enjoy traveling and meeting new people, want the ability to work independently with the opportunity to enhance your career and achieve real results?

Then, Truma has a place for you!

Who We Are:

Truma is a leading international manufacturer of highly developed heating and water heater systems, as well as comfort accessories for travel trailers and motorhomes. Our global success and top market share come from our customer focus, innovation, product quality and outstanding service. Truma is a medium-sized, family-oriented company with over 600 employees globally and a long history going back more than 70 years.

What We Offer:

Exciting entrepreneurial, family-oriented work environment with flexible work/life balance schedules

Challenging and progressive career development

Competitive salaries, travel mileage reimbursements, and excellent health benefits including Medical, Dental, Vision, Short-term Disability, Voluntary Life Insurance, and Basic Life Insurance (company paid)

Simple IRA with Company Match

Best practice PTO policies and paid holidays

Open communication, informal recognition, and team-building events

And much more to motivated, results-oriented individuals who want to make a real difference in their community and role

What You'll Do: Are you an analytical problem-solver with a hands-on "whatever-it-takes" mindset to help build and manage our Supply Chain? Utilizing your initiative and creative aptitudes, you will help Truma grow our business across North America with your roll-up-your-sleeves attitude as one who thrives in a detailed, organized and analysis driven environment focused on delivering measurable results and a passion for success.

As the Purchasing Agent you will handle our organization's procurement activities. Responsibilities include executing purchasing strategies, maintaining relationships with suppliers/partners, coordinating with internal teams regarding their supply needs, and overseeing the purchasing activities as a daily activity, to ensure: on-time delivery; order accuracy; minimum inventory levels; and quality.

The role will manage forecast demand requirements working closely with the Business Development, Engineering, Sales, Service and Operations to meet customer demands and order fulfillment.



To be successful you should be able to manage and optimize purchasing activities and processes with strong skills in analysis, negotiation and relationship building.

Your Accountabilities in the Role:

1. Manage and communicate weekly with suppliers on forecast demands, manage inventory and track consumption of incoming material, working globally with suppliers and locally with sales and service to fulfill order needs.
2. Lead order processing daily to meet sales and operational needs. Including issuance of P.O.'s through the business system to supply chain.
3. Issue work orders to production to meet customer requirements for assembly and fabrication.
4. Support in RFQ process for operational MRO and sales requirements with suppliers, negotiating pricing and lead times.
5. Manage supply chain lead times, On-time delivery, order accuracy and quality of suppliers with monthly metrics and scorecard.
6. Support with the logistics documentation, including part Harmonized Sales Codes; product import duty calculations and INCOTERMS2020 compliance.
7. Support the sourcing and negotiation of existing and new supply opportunities for both MRO, production and sales requirements.
8. Maintaining supplier database, purchase records, and related documentation.
9. Coordinate with inventory control to determine and manage inventory levels.
10. Preparing cost estimates and managing budgets.
11. Working to improve purchasing systems and processes.
12. Training new employees in the purchasing process and how to use the purchasing system.

The job criteria may include other duties, responsibilities and activities, which may change or be assigned at any time with or without notice.

Position Requirements:

- A. **Education:** Requires a Bachelor's Degree, Supply Chain Management, Logistics, or Business Administration, or an equivalent in a combination of education and experience.
- B. **Experience:** 5+ years proven working experience in a Supply Chain Purchasing role.
- C. **Certifications:** N/A
- D. **Functional Skills:** Excellent planning, organization, prioritization and project management skills, with a great attention to detail and accuracy; ability to manage large amounts of data and multiple priorities/projects accurately and within time constraints; strong time management skills are essential along with the ability to learn and apply enhanced supply chain best practice concepts. Experience with EDI is beneficial.
- E. **Technology Skills:** Knowledge of Microsoft Office is required, with SAP & QuickBooks software preferred.
- F. **Language Skills:** Excellent verbal and written English communication skills, with an ability to communicate with all levels inside and outside the organization.
- G. **Leadership/Behaviors:** Strong customer and quality of work focus and a sense of urgency is needed with the ability to build relationships and provide ongoing support to customers is also important. Strong influencing skills.
- H. **Culture Match:** Professional in appearance, reliable and able to work within a close team while possessing individual accountability for the role is key.



Contact us today and learn more about the Truma Family and how we can enhance Your Career!

Email: careers@trumacorp.com

We are an Equal Opportunity Employer