



**TuWay**  
**Communications**<sup>™</sup>

Always make it work.<sup>™</sup>

## **Procurement / Inventory / Facilities Supervisor**

### **Description**

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This position is responsible for the overall performance of the Procurement, Inventory and Building Maintenance functions of the organization. Accountable for maintaining the vehicle fleet and company issued cell phone stock. It will be an essential requirement to establish, implement and enforce policies and procedures designed to maintain a quality plant environment. Establishing business relationships with facility service providers and coordinating required services will be paramount. This position will organize, implement and present progress reports on a required basis to the management team.

### **Position Requirements**

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- 2-3 or more years of related experience
- Strong organizational skills
- Strong oral and written communication skills
- Must be able to establish a cooperative and collaborative relationship with all departments in order to achieve individual and departmental goals
- Strong analytical skills
- Must be detail oriented and possess the ability to work independently with minimal supervision
- Extensive knowledge of TuWay Communications product line offerings
- Ability to lift up to 100 pounds

### **Principle Responsibilities**

#### **Procurement**

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- Plan, develop and coordinate the purchase of materials, supplies and equipment.
- Assure purchasing documents are properly completed and terms and conditions are appropriate.
- Compare costs and evaluate the quality and suitability of supplies, materials and equipment.
- Exercise initiative and judgment in problem solving related to purchasing costs and data management.
- Select vendors, assess vendor capabilities, develop alternate sources and evaluate vendor performance, negotiate price and delivery.

- Coordinate purchasing details with vendor including pricing revisions, order cancellation, discontinued items, acceptable substitutes, delivery date revisions, invoice discrepancies.
- Seek & maintain procurement policies and practices that are in synch with the dynamics of the constituents this department serves.
- From a procurement perspective, the holder of this position is responsible for ensuring all Above Price Book and Project orders are processed and received within required guidelines and timeframes.
- Review requisitions for accuracy, completeness and prepare and process assigned purchase orders.
- Inspect merchandise for quality and reject items when applicable.
- Take corrective action to expedite late, incomplete or defective deliveries.

## Inventory

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- Responsible for the overall flow of inventory from the point of receipt up to the point of distribution. Emphasis on control and accuracy are paramount considerations in this role.
- Responsible for the integrity of data within the Master Item File.
- Responsible for the reordering and purchasing of items needed for inventory replenishment.
- In coordination with fulfillment representatives, establish an effective, documented process of maintaining min/max levels of frequently used parts.
- Maintain an effective, documented, process to account for all inventory coming in to the organization and its deployment to the internal or external end-user such that it is controlled from the beginning of the process until ultimately invoiced.
- Maintain a process of efficiently and accurately counting inventory to achieve a correct count and valuation of inventory to within a 7% variance.

## Facilities

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- Maintain a network of vendors capable of supporting the facility from a maintenance perspective.
- Organize, implement and present documented progress reports listing all maintenance function considerations at this site.
- Solicit, evaluate and recommend potential maintenance contracts for facility systems where warranted. Is required to maintain those contracts that are in place such that interruption in business is never experienced due to facility problems.
- Must ensure that facility is always within local, state and federal safety / fire codes.
- Must be capable of performing routine building maintenance and facility repairs.
- Ensure that all company vehicles are maintained and serviced on a regular basis and that they meet all safety and legal requirements for inspection

This job description is intended to describe the general nature and level of work being performed by employees in this job. It is not intended to be a complete list of all responsibilities, duties and skills required for this job classification.

### **About TuWay Communications**

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Located in Bethlehem, Pennsylvania, in the heart of the Lehigh Valley, TuWay Communications is a leader in integrated communications systems. For more than 50 years, TuWay has been providing businesses with customized solutions that help them improve efficiency, safety, and productivity. In addition to communications solutions, TuWay prides itself on providing comprehensive IT solutions for public safety and commercial clients to allow them to work smarter and safer.

TuWay's goal is simple: to utilize technology to help our clients improve the way they do business. We don't provide a single solution and make it fit the organization. We partner with our clients to develop advanced, long-term solutions built to their specific needs.

To learn more, visit [www.tuway.com](http://www.tuway.com).

TuWay Communications is an Equal Opportunity Employer.

### **How to Apply for This Position**

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To apply for this exciting position, e-mail your resume to Sandy Duplaga, Operations Administrator / Assistant to the Controller at [duplaga@tuway.com](mailto:duplaga@tuway.com).

You may also drop off your resume at our corporate office located at 2115 City Line Rd, Bethlehem, PA 18017.