# TZ MEDICAL | JOB DESCRIPTION

## Purchaser and Forecaster

**Reports To:** VP of Operations
**Department:** Operations
**Location:** On-site (Portland, Oregon)
**Employment Type:** Full-Time

**Role Overview**
The Purchaser and Forecaster plays a critical role in our medical device manufacturing supply chain, ensuring we have the exact materials and products needed to meet production and customer demands. Working under the close guidance of the VP of Operations, you will execute daily purchasing activities and support strategic demand planning.

This role manages a diverse inventory portfolio, including off-the-shelf raw materials, custom manufacturing parts, and finished goods. You will help balance domestic and international sourcing, actively navigating complex freight logistics to keep our operations running smoothly and cost-effectively.

**Key Responsibilities**

**Purchasing & Sourcing:**
- Collaborate closely with management to review, create, and process purchase orders for off-the-shelf components, custom parts, and finished goods.
- Ensure custom parts are ordered accurately according to technical specifications and manufacturing requirements.
- Communicate with domestic and international suppliers to confirm pricing, lead times, and minimum order quantities.
- Monitor vendor performance and delivery schedules, escalating any delays or quality issues to management.

**Logistics & Freight:**
- Coordinate international shipping logistics, working with freight forwarders to optimize transport methods.
- Schedule domestic LTL freight shipments.
- Manage a mix of ocean freight (both LCL and FCL) and arrange air freight for expedited or critical shipments.
- Navigate customs documentation and clearance processes to ensure international shipments arrive without unnecessary border delays.

**Forecasting & Inventory Planning:**
- Utilize SAGE 100 and Excel to analyze historical data, production schedules, and sales trends to assist in forecasting future inventory needs.
- Monitor stock levels continuously to identify potential stockouts or overstock situations before they impact the business.
- Help establish and maintain accurate safety stock levels, reorder points, and lead times within the ERP system.

**Qualifications & Skills**
- **Experience:** 1–3 years of experience in purchasing, procurement, or inventory coordination, ideally within manufacturing or medical devices.
- **Logistics Knowledge:** Familiarity with international shipping methods (LCL/FCL ocean freight, air freight) and basic customs navigation is highly preferred.
- **Technical Skills:** Proficiency in SAGE 100 is highly preferred. Strong working knowledge of Microsoft Excel is required.
- **Work Style:** Highly detail-oriented, coachable, and comfortable working closely under management guidance to execute supply chain strategies.
- **Communication:** Excellent written and verbal communication skills for coordinating with internal production teams and external global suppliers.
- **Education:** Associate's or Bachelor's degree in Business, Supply Chain, or equivalent practical experience.