December 20, 2013
www.tcdcinc.com

APPLICATION PACKAGE

PURCHASING MANAGER, CORPORATE

To apply for this position

1. Print application package.
2. Fill out job application completely.
3. Send completed **Job Application**, **Resume** and **Salary History** to Human Resources:

Fax: (651) 287-3995
Email: candacel@tcdcinc.com

JOB POSTING

Position Title:	**Purchasing Manager, Corporate**
Hours:	**Normal business hours,** Monday – Friday, overtime as needed or required

Position Summary:
Plan, direct, and coordinate the activities of buyers, involved in purchasing materials, products, and services.

Areas of Responsibility:

- Active management of purchasing department.
- Interview and recommend staff hires, and oversee staff training.
- Control purchasing department budgets.
- Develop and implement purchasing and contract management instructions, policies, and procedures.
- Spearhead corporate contract, pricing, negotiations with suppliers, and cost savings projects.
- Establish best practices related to corporate initiatives.
- Interviews and evaluates current and potential suppliers on performance.
- Locate vendors of materials, equipment or supplies, and interview them to determine product availability and terms of sales.
- Prepare and process requisitions and purchase orders for supplies and equipment, including capital purchases.
- Review purchase order claims and contracts for conformance to company policy.
- Analyze market and delivery systems to assess present and future material availability.
- Participate in the development of specifications for equipment, products or substitute materials.
- Resolve vendor or contractor grievances, and claims against suppliers for the plants.
- Maintain records of goods ordered and received.
- All other duties as assigned.

Minimum Experience and Education Preferred:

- Bachelors' degree and 10 years' experience in increasing purchasing roles, strategic sourcing or supply chain, or equivalent combination of education and work experience, preferably in a manufacturing environment.
- Purchasing certification is a plus.
- Working knowledge of MRP system and proficiency in MS Office.
- Strong leadership skills and ability to effectively lead and set direction for a team.
- Excellent communication skills, both written and oral.
- Strong attention to detail.
- Above average analytical and problem solving skills.
- Capable of working independently, prioritizing, multi-tasking and organizing.
- Flexible and ability to adapt to ever changing priorities.

Complete the Attached Job Application and submit to Human Resources as instructed at the top of this Job Posting.

**** TCDC maintains a drug-free workplace and requires pre-employment testing including a physical. ****
**** Twin City Die Castings Company is an Equal Employment Opportunity / Affirmative Action Employer. ****

TCDC is committed to providing equal employment opportunity to all job seekers according to all applicable equal opportunity and affirmative action laws and regulations. If you are a qualified individual with a disability, a disabled veteran, or an individual that has other barriers that limit your ability to access our on-line application system, please contact Candace Larson, Corporate Human Resources Manager at (651) 287-3981 or candacel@tcdcinc.com to discuss alternative ways to apply for open positions.

APPLICATION FOR EMPLOYMENT

1070 SE 33rd Avenue
Minneapolis, MN 55414

122 Cessna St. NW
Watertown, SD 57201

520 Chelsea Road
Monticello, MN 55362

INSTRUCTIONS

Please print clearly and complete each section fully to assure the appropriate information is available for our consideration. ***To receive appropriate consideration, please identify the position you are interested in on the line at the right side of this application.*** Your application must be completed and signed on the bottom to receive consideration. ***If you have a question about filling out this application, please ask.***

EQUAL EMPLOYMENT OPPORTUNITY

TCDC provides a fair and equal employment opportunity for all job applicants regardless of race, color, religion, national origin, gender, sexual orientation, age, marital states or disability. TCDC hires individuals solely on the basis of their qualifications for the job to be filled.

DRUG/ALCOHOL TESTING

It is the policy of Twin City Die Castings Co. to conduct business in a drug/alcohol free environment. Before TCDC extends a formal offer of employment to an applicant, the applicant must provide evidence of a negative drug screen. In the event of a positive test result, the company will withdraw the job offer.

Applicant / Employer Rights

1. *Right of refusal* – Any applicant may refuse the drug/alcohol-screening test. Such a refusal will result in any job offer being withdrawn by Twin City Die Casting Company
2. *Right to retest* – Any applicant testing positive may request to:
   a. *Explain or rebut a positive result on a confirmatory test.*
   b. *Have the original sample retested at the applicant's expense. If the confirmatory test results in a negative finding the applicant will be deemed eligible for hiring.*

Confidentiality The Company will maintain the confidentiality of drug and alcohol testing results, as well as other information obtained during the administration of its drug and alcohol policy. Such information will only be released to those individuals with a need to know.

My signature below is an indication that I have read this information, and that I consent to being tested for drugs as part of the pre-employment physical as a condition of my employment.

⊗ Signature_____Date____/____/_____

APPLICANT'S STATEMENT

I understand Twin City Die Castings Company will thoroughly investigate my work and personal history and verify data given on this application, on related papers and in interviews. I authorize the companies, educational institutions and/or persons named by me in this application to give any information they have regarding me, whether or not it is in their records, to Twin City Die Castings Company. I release said companies, educational institutions, and/or persons from any liability whatsoever for furnishing this information. I further agree to release Twin City Die Castings Company from any liability whatsoever that may arise from relying on information by these companies, educational institutions and/or persons.

I promise that all of the information submitted by me on this Application for Employment is true and correct. I understand and agree that should any information supplied by me on the application or other Company records be found at any time to be untruthful, or if I am found to have omitted any matter from this or other Company records, I may, without recourse, be refused employment or immediately discharged.

I understand that federal law prohibits the employment of unauthorized aliens. All persons hired must submit satisfactory proof of employment authorization and identity. Failure to submit such proof will result in denial of employment.

I understand that Twin City Die Castings Company follows an "employment at will" policy and that an employee's employment may be terminated at any time by the employee or the Company with or without cause or notice, for any or no reason. It is understood and agreed that this application and other Company documents, policies, and/or practices do not constitute an employment contract or agreement. The only exception to at-will employment is a written employment contract signed by the Company President. TCDC is TS and ISO certified and requires all employees to follow the associated requirements, as well as, comply with all safety protocols.

I understand that this application will remain active for 90 days from the date I sign it. By my signature below, I agree that I have read and understand the above paragraphs.

⊗ Signature_____Date____/____/_____

Date ____/____/____

Specific Position Applied For _____

Last Name _____ **First Name** _____ **M.I.** ____

PERSONAL DATA

Name: _____
Last First MI

Home Phone: ( ) _____ Cell Phone: ( ) _____

Current Address: _____
Street City State Zip Code

Social Security Number: _____ – _____ – _____ Email Address: _____

How were you referred to our company? _____

Are you 18 years old or older? ☐ Yes ☐ No

Are you legally authorized to work in the United States? ☐ Yes ☐ No

Have you ever worked for Twin City Die Castings Company? ☐ Yes, as an Employee ☐ Yes, as a Temp ☐ No

Position: _____ Location: _____

Hire Date: _____ Termination Date: _____
Month Year Month Year

Has any of your employment or education been under a different name? ☐ Yes ☐ No

Are any relatives employed by Twin City Die Castings Co? ☐ Yes ☐ No

Name: _____ Relationship: _____

What wage is desired? _____ Date available for employment? _____

Are you available to work (mark all that apply):

☐ Full time ☐ Part time ☐ Temporary ☐ Days ☐ Evenings ☐ Weekends ☐ Overtime

Are you willing to travel? ☐ Yes ☐ No Relocate? ☐ Yes ☐ No

Regular and punctual attendance at work is an essential requirement of the position for which you are applying.
Are you able to satisfy this essential requirement? ☐ Yes ☐ No

SKILLS INVENTORY

☐ Die Cast Operator ☐ CNC Operator ☐ GD&T ☐ CMM Experience
☐ Forklift Certification ☐ DOT License ☐ CDL License ☐ Microsoft Outlook
☐ Microsoft Word ☐ Microsoft Excel ☐ Microsoft PowerPoint ☐ Foreign Language: _____

☐ Other please explain: _____

_____

Are you physically able to:

Work in extreme heat? ☐ Yes ☐ No

Stand during entire shift? ☐ Yes ☐ No

Mfg. Equipment Operated *List specific machines:*

_____

_____

EDUCATIONAL BACKGROUND

Education	Name and Address of School	Degree/Diploma Received	Course Work Major/Minor
High School/GED			
College or University			
Graduate School			
Vocational/Business School or Other			

List any additional training, licenses or certificates which may have a bearing on your qualifications for employment:
For example: professional seminars, company sponsored courses or professional affiliations.

_____

_____

PAST U.S. MILITARY SERVICE

Please list any military service you believe is relevant to a position with the company. Applicants are not required to list military service.

Branch of Service	Dates of Service	Special Training, Job Related Skills, etc:

PERSONAL REFERENCES

Provide the names of one to three people, not relatives, who you've known for at least one year.

	Name	Address/Telephone	Business/Occupation	Years Acquainted
1				
2				
3				

WORK REFERENCES

Give the names of two of your previous employers whom we may contact.

	Employer/Supervisor	Company	Telephone
1			
2			

EMPLOYMENT RECORD

List your last four employers, starting with the most recent or current position.
A resume may be attached to supplement the information provided below.

1	Employer's Name & Address			May we contact this employer? ☐ Yes ☐ No
	Name & Title of Supervisor	Telephone Number	Dates Employed (mo. & yr.) From: To:	
	Position Held	Duties & Responsibilities		
	Annual Salary/Hourly Wage	☐ Full-time ☐ Part-time	Reason for Leaving	
2	Employer's Name & Address			May we contact this employer? ☐ Yes ☐ No
	Name & Title of Supervisor	Telephone Number	Dates Employed (mo. & yr.) From: To:	
	Position Held	Duties & Responsibilities		
	Annual Salary/Hourly Wage	☐ Full-time ☐ Part-time	Reason for Leaving	
3	Employer's Name & Address			May we contact this employer? ☐ Yes ☐ No
	Name & Title of Supervisor	Telephone Number	Dates Employed (mo. & yr.) From: To:	
	Position Held	Duties & Responsibilities		
	Annual Salary/Hourly Wage	☐ Full-time ☐ Part-time	Reason for Leaving	
4	Employer's Name & Address			May we contact this employer? ☐ Yes ☐ No
	Name & Title of Supervisor	Telephone Number	Dates Employed (mo. & yr.) From: To:	
	Position Held	Duties & Responsibilities		
	Annual Salary/Hourly Wage	☐ Full-time ☐ Part-time	Reason for Leaving	

Thank you for your interest in Twin City Die Castings Company!

VOLUNTARY SELF-IDENTIFICATION FORM
EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION EMPLOYER

TO ALL APPLICANTS:

This company is an ***Equal Opportunity and Affirmative Action Employer***. We request your cooperation in providing the following information which will be used in accordance with statutes and regulations regarding Equal Employment and Affirmative Action. **Providing this information is voluntary.** All information received will be kept confidential. It will remain separate from your employment application and will not be used in any way during the interviewing or hiring process.

Name _____ Today's Date _____
Last First MI Month/Day/Year

Position Applied _____

GENDER:

_____ Male _____ Female

RACE/ETHNIC CATEGORY: (Check One)

_____ White (not of Hispanic origin)

_____ Black (not of Hispanic origin)

_____ Hispanic

_____ Asian or Pacific Islander

_____ American Indian or Alaskan Native

White (not of Hispanic origin): All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East
Black (not of Hispanic origin): All persons having origins in any of the Black racial groups of Africa.
Hispanic: All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
Asian or Pacific Islander: All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Pacific Islands, or Indian Subcontinent. This area includes, for example: China, India, Japan, Korea, the Philippine Islands, Samoa.
American Indian or Alaskan Native: All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

REFERRAL SOURCE:

_____ Private employment agency _____ Walk-in

_____ Newspaper _____ Employee referral

_____ Educational Institution _____ Other: _____

_____ State or Community Agency: Name: _____