



Rain CII Carbon LLC

SALARIED POSITION DESCRIPTION

Position Title: Raw Material Administrator	Incumbent:	Date Prepared: November 3, 2015
Department: Commercial	Type of Action: <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Other: (explain) <u>Title and Accountabilities updated</u>	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt
Location: Corporate Office		
<p>I PURPOSE State major objective, fundamental reasons for existence of the Position.</p> <p>II POSITION DEMANDS Education requirements, experience level, and special skills required for fully acceptable performance.</p> <p>III WORKING RELATIONSHIPS To whom the Position reports. Supervision of others. Internal and external contacts.</p> <p>IV ACCOUNTABILITIES & MEASURES Describe in order of relative importance. Indicate any tangible measures for each accountability.</p>	<p>I. PURPOSE-This position provides support to the Commercial Department by maintaining data for raw material financial reporting. This position also provides raw material invoice verification, manages supplier contracts, maintains supplier quality information, supports planning and scheduling of green coke exports and serves as back-up for other commercial functions as required. Provides support to the Commercial Accounting Manager by maintaining, analyzing and presenting data pertinent to the purchase of green coke for the Rain CII Global System.</p> <p>II. POSITIONS DEMANDS-College degree or equivalent in work experience. Proficiency with ERP systems and strong Excel and accounting skills. Requires strong communication and organization skills. Ability to work with others and communicate well. A high level of self-motivation is essential, as well as a demonstration of sound judgment. This position requires schedule flexibility, overtime, some travel and the ability to deal with matters of urgency. Reliability and Accuracy are critical.</p> <p>III. WORKING RELATIONSHIPS -Important key contact person with suppliers. Frequent communications with suppliers to coordinate invoice receipt, contract receipt, and discuss invoice and pricing issues. Reports to Commercial Accounting Manager. Internal contacts include Commercial, Production Control, Logistics, Vessel Chartering, and Finance. External contacts include suppliers.</p> <p>IV. ACCOUNTABILITIES & MEASURES</p> <ol style="list-style-type: none">1. Responsible for the verification of green coke receipts and invoice pricing for green coke into the company system. Success is measured by correct data verification on tons, moisture, price etc. for all raw material invoices prior to submitting invoice for payment.2. Responsible for managing supplier contract files, including the contact review and approval process and maintaining pricing updates and contract amendments. Success is measured by accurate and timely processing.3. Support the management of raw material export sales to India; this includes coordinating vessel loading schedules with the Vessel Chartering Department and issuing document instructions to the appropriate parties for green coke vessel shipments. Measures include: timely issuance of needed documentation.4. Responsible for initiating departmental Purchase Orders within in the ERP system. Success is measured by timely and accurately processing.5. Responsible for supplier quality and pricing report generation and distribution.6. Maintains supplier price history. Success is measured by accurate and timely updates.7. Maintains raw materials non-conformance in Master Control. Success is measured by timely non-conformance notification reports.8. Maintains pertinent Commercial information related to quality and financial information. Measures include: Accurate, up to date, and error free information for raw materials receipts, quality and cost.9. Performs reconciliation of raw material accounts and provides analysis of raw material cost variances. <p>(This Position Description reflects the general level and nature of the Position. It is not intended to be all inclusive.)</p>	
1. Incumbent Name/Date		2. Originating Supervisor/Date
3. Facility Manager/Date		4. Human Resources/Date