

PURCHASING AGENT/BUYER

About the position

As a Purchasing Agent you will coordinate the procurement and distribution of materials, parts, equipment, and supplies for the organization.

Major Duties and Responsibilities

- Evaluate usage, re-order points & safety stock requirements using available reports in ERP System. Place required purchase orders for raw materials, purchased parts and enter purchase orders per company policies.
- Communicate with suppliers about manufacturing requirements, request and review quotations for new and existing components, negotiate terms and delivery and evaluate supplier performance. Issue change orders as required.
- Follow-up on orders to ensure proper handling and on time delivery. Expedite late orders and communicate any new requirements to vendors in a timely manner.
- Investigate, document, and recommend alternate or secondary suppliers using all available resources.
- Consult with Engineering and Quality Assurance departments regarding specifications and/or deviations and recommend alternative material or methods based on knowledge of market availability.
- Review Engineering Change Orders and drawings covering areas of material and parts responsibility.
- Keep up with specifications and procedures for purchasing engineered products.
- Handle MRO supplies on a regular basis.

Qualifications and Experience

- High school graduate or equivalent; or one to three years supply chain/manufacturing related experience and/or training: or equivalent combination of education and experience.
- Solid understanding of computer operating systems.
- Intermediate knowledge of Microsoft Office software – primarily Excel, Word, and Outlook.
- ERP experience preferred.

No Supervisory Responsibilities