



Last Update: November, 2016
Job Title: **Purchasing Agent**
Department: **Purchasing**
Reports To: **Chief Operating Officer**

Job Description: **Purchasing Manager – Purchasing**

Summary: The Purchasing Agent - Buyer negotiates with vendors for the purchase of all materials, supplies, equipment and services used by the Company.

Essential Duties and Responsibilities include but are not limited to the following. Other duties may be assigned.

- Manage relationships with key suppliers to maintain quality of goods, timely delivery and compliance to terms of contracts.
- Verifies purchase requisitions by comparing items requested to master list.
- Prepares purchase orders by verifying specifications and price.
- Obtains purchased items by forwarding orders to suppliers; monitoring and expediting orders.
- Verifies receipt of items by comparing items received to items ordered and resolves shipments in error.
- Authorizes payment for purchases by forwarding receiving documentation.
- Keeps information accessible by sorting and filing documents.
- Provides purchasing planning and control information by collecting, analyzing, and summarizing data and trends.
- Negotiates with vendors for goods and services for best price and service guarantee and monitors cost during the time period.
- Monitor stock levels and report component inventory.

Purchasing Responsibilities: Coordination and evaluation of the purchasing and buyer functions in the organization. Works closely with production planning and engineering to assure availability of components and supplies. Works closely with suppliers to develop and maintain strong relationships for continuous improvement of pricing and performance. Carries out responsibilities in accordance with the company policies and applicable laws.

Skills and Specifications

- Supply Chain Management, Vendor Relationships
- Must be a self-starter, motivated, independent, organized with strong interpersonal skills.
- Strong written and verbal communication skills for required interface with management and support staff.
- Ability to multi-task

Education and Qualifications

- Proficient with MS Office with knowledge of MRP systems: MiSYS and ACCPAC +
- Bachelors Degree in or equivalent job experience in related field

Key Competencies

- critical thinking and problem solving skills
- persuasiveness; negotiation; influencing
- planning and organizing
- coordination and control; time management
- attention to detail
- decision-making
- communication skills
- persuasiveness; negotiation; influencing and leading
- delegation
- team work
- conflict management
- adaptability