



Purchasing Agent

Job Scope

The Purchasing Agent supports the Product Line Managers in maintaining inventory for all branch locations. By performing the following duties, the agent coordinates activities involved with procuring goods and services, such as equipment, tools, parts, supplies, and advertising, for the organization.

Responsibilities

- Supports the Director of Purchasing and Inventory Control on special projects.
- Maintains accurate and current pricing for products in Trend.
- Prepares purchase orders or bid requests.
- Confers with vendors to obtain product or service information such as price, availability, and delivery schedule.
- Select products for purchase by testing, observing, or examining items.
- Estimates values according to the knowledge of market price.
- Determines methods of procurement such as direct purchase or bid.
- Review bid proposals and negotiate contracts within budgetary limitations and scope of authority.
- Maintains procurement records such as items or services purchased, costs, delivery, product, quality or performance, and inventories.
- Discuss defective or unacceptable goods or services with inspection or quality control personnel, users, vendors, and others to determine the source of trouble and take corrective action.
- Approves invoices for payment.
- Expedites delivery of goods to users.

Requirements

- High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.
- Analytical and problem-solving skills
- Multitasking and organizational skills
- Ability to answer a high volume of calls and/or emails daily
- Ability to share work among a customer service team
- Attentiveness and patience
- Time-management skills
- Ability to find the positive in every situation,

As an EEO/Affirmative Action Employer all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status.