

**PURCHASING AGENT****Purpose:**

The Production Office Manager is primarily responsible for ordering materials for projects, office, and stock to remain on schedule and in compliance with company procedures and needs. Negotiate pricing and shipping costs on materials with vendors. Develop and maintain good relationships with vendors and customers both local and external.

**Reports to:**

Supply Chain Manager

**Responsibilities:**

1. Study sales records, identify suppliers, and monitor changes affecting the supply and demand for needed products and materials
2. Prepares and submits accurate purchase orders for project materials by verifying specifications and price, and where appropriate, obtaining recommendations from suppliers for substitute items and getting proper approval from Engineering and Project Management
3. Order products to stay on timeline including items being drop shipped to sites
4. Maintain regular status updates for open PO's, including expediting where necessary
5. Get the best deal for the company, meaning highest quality of goods and services at the lowest cost, including pricing agreements with suppliers where possible
6. Assist in the design and costing of new models
7. Achieve high level of customer satisfaction through selection of products, and vendors

**Knowledge, Skills & Abilities:****Education & Experience**

- High School Diploma or equivalent is required. A 2-year degree or continuing education is preferred.
- Experience with logistics is preferred.
- Strong leadership skills.

**Other Qualifications:**

- Excellent negotiating skills
- Keen attention to detail
- Proven ability to track multiple tasks at once with accuracy
- Excellent verbal and written skills
- Capable of working with upper management, vendors, and customers in a dignified and professional manner
- Knowledge of QuickBooks or other purchasing software
- Performing other tasks assigned by management

Job Type: Full-time



**Signatures:**

This job description has been approved by all levels of management.

President: \_\_\_\_\_

HR: \_\_\_\_\_

Manager: \_\_\_\_\_

*Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.*

Employee: \_\_\_\_\_

*This position description is not intended to be complete or all-inclusive and does not preclude management from assigning other or related functions.*