



## **Purchasing Agent**

### DESCRIPTION

The Purchasing Agent will assist with the procurement, replenishment and management of inventory. The successful candidate will be highly organized and demonstrate the ability to effectively manage their time.

### SPECIFIC RESPONSIBILITIES

- Manage assigned inventory to ensure product availability and material flow.
- Work with suppliers to achieve best pricing, delivery, terms, etc.
- Work cross-functionally with Sales, Engineering, Planning and Production personnel to maximize operational efficiency.

### PERSONAL ATTRIBUTES

- Adheres to schedules and commits to meeting deadlines (Reliability)
- Displays a high degree of accuracy and attention to detail (Competency)
- Takes initiative to improve processes and solve problems (Innovation)
- Understands priorities and applies an appropriate sense of urgency to fulfilling them (Prioritization)
- Demonstrates ability to minimize distractions in order to maximize productivity (Focus)
- Communicates effectively in a professional and personable manner (Communication)

### EDUCATION and SKILLS

- High degree of accuracy, neatness and attention to detail
- Good verbal and written communication skills
- Strong aptitude for software usage including Microsoft Office products and ERP systems
- Professional and personable demeanor
- A college degree or relevant experience preferred

### REPORTING RELATIONSHIP

Reports to Warehouse & Planning Manager

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Employee Signature

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Date

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Supervisor Signature

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Date