



Purchasing Agent

The Purchasing Agent will increase company profitability and customer satisfaction by purchasing the ideal mix of materials and services in a timely manner, at the lowest cost and highest quality, while maintaining proper inventory levels. The Purchasing Agent will coordinate vendor activity and negotiations. They will analyze trends in vendor pricing and sales activity using recent history, trends, and forecasts to determine the correct timing of purchases. The Purchasing Agent also keeps abreast of changes affecting both the supply and demand of products, has strong knowledge of warehouse and inventory control procedures, and reviews all requisitions and projections.

Job Duties:

Analytical

- Critical thinking – demonstrates ability to apply logical thinking to gathering and analyzing information, designing and testing solutions to problems, formulating plans and securing profit margin advantages.

Decision Making

- Attentive - Recognizes issues, problems, or opportunities and determines whether action is needed.
- Generates alternatives - Creates relevant options for addressing problems/opportunities and achieving desired outcomes.
- Chooses appropriate action - Formulates clear decision criteria; evaluates options by considering implications and consequences; chooses an effective option.
- Commits to action - Implements decisions or initiates action within a reasonable time. Realizes that taking no action is also an alternative.
- Considers all value factors – price, quality, availability, reliability, technical support and warranty of vendors and products.

Negotiation

- Goal oriented - Able to define and promote company, departmental, and personal objectives.
- Precise communication - Able to articulate the company's position clearly and forcefully through cogent oral and written communication.
- Demonstrates strong listening skills and collects information. Leverages information to gain a position of advantage.
- Takes accurate notes with detailed descriptions; supports initiatives with documentation and maintains a written plan for all negotiations.
- Patience - Comfortable waiting for a position to unfold to reveal and optimal advantage, knowing when to act and when not to.



- Tenacity – Able to maintain and achieve the objective in the negotiation in the face of strong opposition.
- Flexibility – Able to see things from different angles and refine position or choose new tactics in order to achieve an acceptable result. Examine plan and change course if necessary.
- Selflessness – Able to separate ego from the negotiation process. Does not allow opposition to derail the process.
- Passion – Enthusiastic about representing your position.

Building Strategic Internal/External Working Relationships

- Collaborative - Identifies the critical departments, organizations, and key personnel that are needed to build a team for reaching collective goals. Analyzes the key players to determine their personal goals within their departments or organizations, and develops strategies to incorporate those individual goals into the overall plans.
- Seeks opportunities - maintains effective working relationships to create opportunities where business objectives can align.
- Facilitates agreement - Gains agreement from partners to support ideas or take partnership-oriented action; uses sound rationale to explain value of actions.
- Establishes and maintains interpersonal relationships by helping people feel valued, appreciated. Treats people with dignity, respect, and fairness; includes them in discussions and gives proper credit where due. Supports others positions and ideas openly, and subordinates own ideas and personal goals when appropriate.
- Builds relationships – Learns the value of relationships and views building relationships as a critical success tool.

Planning & Organizing Work

- Prioritizes - Identifies more critical and less critical activities and assignments; adjusts priorities when appropriate.
- Establishes S.M.A.R.T. goals in line with company goals and values. Implements action plans with timelines with deliverables and measure results.
- Determines tasks and applies resources - Determines project or assignment requirements by breaking them down into tasks. Leverages types of equipment, materials, and people needed to complete work efficiently in coordination with internal and external partners.
- Schedules - Allocates appropriate amounts of time for completing own objectives; avoids scheduling conflicts; develops timelines and milestones.
- Stays focused - Uses time effectively and prevents distractions from interfering with work completion.

Business Skills

- Industry awareness - Understands technical terminology, industry trends and purchasing and inventory management. Demonstrates a working knowledge of warehouse operations.





- Technical ability - Possesses proficient math skills to facilitate accurate and quick assessment of data. Demonstrates proficient computer skills with a strong working knowledge of Microsoft Excel and ERP software. Able to effectively leverage technology systems and procedures. Efficiently retrieves current products and pricing, tracks orders, inventory levels and performance, to facilitate actual purchasing.
- Communication style – Uses a variety of nonverbal, visual, oral and written methods to effectively convey information and ideas; active listener who understands, interprets and evaluates what is heard.
- Creativity – Produces new ideas and solutions.

Professionalism

- Demonstrates honesty and integrity and keeps commitments.
- Focus on training – Continues education by seeking programs, schooling, and other resources to remain current and knowledgeable.

Quality Orientation

- Follows procedures - Accurately and carefully follows established procedures for completing work tasks.
- Ensures high-quality output – Oversees personal and team job processes, tasks, and work products to ensure freedom from errors, omissions, or defects.
- Takes action - Initiates action to correct quality problems and notifies others of quality issues as appropriate.

Perform other duties as assigned. Adhere to the rules and regulations as set forth in the Employee Handbook.

Job Requirements:

- Education: Associate's degree required (Bachelor's degree preferred).
- Experience: Minimum 1 year in similar position (2 years preferred). Minimum 2 years in progressive position (3 years preferred). Product/applications experience required. Wholesale distribution experience preferred. Strong Microsoft Excel skills preferred.