



## Purchasing Agent

### Job Description:

We are seeking a skilled **Purchasing Agent** to buy goods and services for our business. You have the means and opportunity to raise our profits by making the most high-quality and cost-effective purchases.

### Responsibilities:

- Purchases goods and services according to the company's policies and procedures.
- Coordinates with managers to maintain inventory levels.
- Evaluates vendors based on price, reliability, capability, and previous transaction history.
- Works with vendors to negotiate volume and cash transaction discounts, and other available discounts.
- Ensures that purchasing documents are complete and accurate and include appropriate and reasonable terms and conditions.
- Maintains pricing histories and other vendor records.
- Performs other related duties as assigned.

### Requirements and Qualifications:

- Bachelor's degree in related field highly preferred.
- At least two years of purchasing experience required.
- Excellent verbal and written communication skills with proven negotiation skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Thorough understanding of purchasing procedures and policies.
- Proficient with Microsoft Office Suite or related software.
- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.
- Must be able to access all areas of the facility to determine purchasing needs.

A pre-employment test will be given to potential job candidates prior to hiring.