

## Purchasing Agent

Are you someone that is driven by a fast-paced environment? Do you thrive in a constantly evolving company and position? Do you want to work for an energetic and rapidly growing company that cares about the success of their employees? If your answer is "Yes!" please continue reading.

The Purchasing Agent is responsible for creating and placing purchase orders for raw materials and all other products used for manufacturing. Ensure that inventory levels are adequate to support current and future orders to meet manufacturing schedules.

### ESSENTIAL FUNCTIONS

- Reviews material requirements and takes appropriate Purchasing actions to achieve optimum flow of materials to meet production schedules and customer demands.
- Represent the company in negotiations and business activities with suppliers, as assigned, performing cost and value analysis when applicable.
- Performs the purchasing functions including preparation of purchase orders, change orders, and documents to ensure on time delivery.
- Coordinate with other departments to determine material needs and required schedules.
- Review material requisitions and authorize purchases within budgetary and authority limits according to company established criteria and product-specific criteria.
- Resolve discrepancies pertaining to purchase orders, requisitions, supplier deliveries, prices, invoices and trouble shoot issues relative to non-conforming good with suppliers and appropriate company personnel.
- Select, develop, and manage suppliers to support a range of business need and production volumes, developing sourcing solutions for all purchased items.
- Optimizes and continuously improves delivery, quality, and cost.

### SECONDARY RESPONSIBILITIES

- Maintain strong supplier relationship and perform all duties and responsibilities within established procedures and standard of ethical conduct.
- Provide and maintain accurate and current information on order status.
- Perform monthly, quarterly and annual inventory.
- Researches cost saving opportunities.
- Adheres to company and department policies, procedures, and standards
- Performs other duties as assigned

### QUALIFICATIONS:

- Education – Associate/bachelor's degree or relevant experience.
- Two (2) years professional buying experience in manufacturing
- Familiarity with Project Management/Kanban systems
- Ability to organize and prioritize work to meet deadlines.
- Good written, verbal, and interpersonal skills.

Submit resume and cover letter to: [careers@windfalllumber.com](mailto:careers@windfalllumber.com)