



Job Description

POSITION: Purchasing Agent

LOCATION: St. Michael

EDUCATION: High school diploma or equivalent

HOURS: Monday-Friday; Overtime as needed

REPORTS TO: General Manager

Duties / Responsibilities

CUSTOMER SERVICE

- Maintaining vendor relationships
- Determine the most beneficial supply source for each product in each location (i.e., direct from vendor or transfer from another warehouse)
- Set up replenishment parameters of products to meet our customer service goals while minimizing the total cost of inventory
- Identify excess inventory and notify management of need to transfer or liquidate
- Work with vendors, management, salespeople, customers and our historic data to accurately forecast future demand of products
- Work with management to develop inventory related goals for the company RE: fill rate/customer service levels, inventory turnover, GMROI and inventory budgets for the upcoming 12 months
- Review/manage demand vs actual usage
- Maintain current forecast models
- Work with vendors and warehouse staff to minimize our material handling costs

Requirements

- 5+ years purchasing ins a distribution environment with a larger supplier base and high SKU count
- Prior experience in the Building Material Industry preferred but not required
- Advanced computer skills, data entry and ability to work efficiently with MS Office products
- Experience utilizing/managing higher level purchasing software
- Proven ability to right size inventory levels through improved analytics and implementation of strategic exit strategies for obsolete products
- Ability to negotiate with suppliers, including qualifying new suppliers and auditing vendor performance
- Responsible for working _____ am - _____ pm and cover shifts as seen appropriate for the success of the location
- Must demonstrate reliability, efficiency and ability to multitask
- Must have and maintain a valid driver's license
- Strong communication and organizational abilities
- Professional work ethic, and self-motivation
- Superior customer service skills including professional appearance and attitude
- Excellent phone etiquette and computer skills



Physical

- Sitting for extended periods of time
- Repetitive hand/wrist motion as required for data entry and answering phone
- Ascend and descend steps as needed

Measure of Performance

- Consistent quality of work performed
- Compliance with company policies and procedures
- Cooperation with others, develops and demonstrates teamwork
- Attendance and punctuality record

Job Description Agreement Form

I have reviewed and understand the attached job duty description and believe it to be accurate and complete. I also agree that management retains the right to change this description at any time.

Employee Signature:

Date:

Employer Signature:

Date:
