

Job Title: Purchasing Agent
Department: Operations
Revision Date: 09/3/2019



Position Overview

Purchase goods, materials, and services for all departments and companies under the corporate umbrella, directly or in conjunction with department/company management. Ensure the company operational needs are met, considering price, quality, and delivery and to ensure continuity of supply.

Job Duties:

- Purchase goods, materials, components or services in line with specified cost, quality, and delivery targets
- Review, update, and maintain a consistent purchasing procedure for all business units
- Provide analysis on costs, new and existing, and review cost reduction activities
- Communicate any supply problems which may impact business operations
- Negotiate contracts, improve prices and terms of business with suppliers, and review opportunities to make business savings utilizing negotiation and procurement best practice tools and methods
- Conduct research for new components and suppliers; Price shop on a regular basis to ensure best price
- Act as an interface between suppliers and other relevant departments on purchasing processes, new projects, and activities
- Build, maintain, and manage solid supplier relationships
- Ensure a professional and consistent approach is taken in relation to all supplier relationships
- Compile data relating to supplier performance to enable evaluation
- Assess and evaluate suppliers and contribute to performance reviews to ensure contract compliance
- Participate in the continuous improvement of the inventory management system
- Visit regional locations twice per year to conduct inventory audit
- Enter parts and supplies into company systems, directly or in conjunction with company/department admin
- Manage employee uniform program, in conjunction with Human Resources
- Review all vendor invoices for correctness; Code invoices for Accounts Payable
- Prepare reports and updates, as required
- Support the operations function and other relevant departments and business units

Qualifications:

Previous experience as a buyer or purchasing agent, preferably within a manufacturing or heavy equipment, to include procurement, parts ordering, and parts inventory management. Proven knowledge of purchasing, negotiation, and cost breakdown. Experience in working closely with suppliers.

Computer skills required: Microsoft Office and Windows-based programs. Position must become familiar with the TMW/TMT fleet management system.

Position reports to Vice President

* The above list is not an all-inclusive list of duties and/or requirements. You will be expected to perform various tasks as required by the company and/or federal and state regulation. As business objectives changes, so too may your duties.