

Purchasing Agent

Reports to: Material Control Supervisor

Supervises: n/a

Overtime Pay Status: Non – Exempt

Primary Duty:

Responsible for maintaining a stable production product supply from existing and/or new vendors in order to meet daily production requirements or other procurement requirements through the proper evaluation of material requirements in both finished goods and components.

Essential

Job Functions:

- Accurately and timely process all purchase orders, Special Delivery Requests, MRP(safety stock) replenishment orders, parts requests from factories and supplies;
- Accurately and timely schedule work orders for production;
- Communicate with factories (vendors) to plan shipping (production) schedules in timely manner.
- Monitor and record invoices and order received dates, and process the required documents timely;
- Monitor freight forwarder performance, analyze problems, communicate information to forwarders and negotiate improvements as appropriate;
- Maintain optimal inventory to prevent stock shortage;
- Review daily market and contract inventory usage and order replenishment by cut-off time;
- Identify Material Control problems at an early stage and communicate findings to Supervisor along with corrective action or recommendations;
- Consult with supervision on material management decisions outside of standard operating procedures;
- Prepare and work with other departments for monthly inventory and obsolete;
- Communicate sales department about any delays/changes in customer orders;
- Process customs activities (ex. preparing HTS codes, preparing and submitting 10+2 data).

Collateral Duties:

- Perform other tasks and special projects as needed.

Language:

- English

Qualifications:

To perform this job successfully, an individual must be able to perform each job function on site and communicate with other associates and supervisors effectively. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Requirements:

- One to two years college curriculum or Two to three years of experience interfacing with material control, distribution or production systems software in the completion of day-to-day work activities;
- Knowledge of order processing systems, spreadsheet software, and database software
- Computer skills; Microsoft Excel, Microsoft Word, Microsoft Access, Operation Systems