

POSITION AVAILABLE

Purchasing Agent

The Purchasing Agent is responsible for providing purchasing services while obtaining the best quality of products at the most competitive price available.

He/she is responsible for researching complex purchasing issues and discrepancies.

This position will also oversee the purchasing operations and represent Commander Electric Inc with vendors and other outside organizations.

In search of a motivated individual who is ready to be a part of a winning team! Salary is commensurate with experience.

Benefits will include:

- Health Benefits
- 401K
- Profit Sharing
- Paid Vacation
- Paid Holidays

Purchasing Agent Requirements:

- Minimum of 5+ years of purchasing experience for Commercial and Industrial and Municipal projects
- Exceptional communication and negotiation skills.
- Proficiency with Microsoft Office programs.

The above job description is meant to describe the general nature and level of work to be performed; it is not intended to be an exhaustive list of all responsibilities, duties, and skills required for the position.

Purchasing Agent Responsibilities:

- Process purchase orders, requisitions and other purchasing documents for the purchase of material, tools, and equipment.
- Ensure rental equipment is provided to job sites, as needed.
- Orders material, rentals, and some sub-contract work, as needed.
- Schedules and coordinates delivery of materials and equipment.
- Assist with specialty orders and buyouts.
- Negotiate pricing with manufacturers and agents through distributors to ensure the best quality for the lowest possible cost.
- Analyze quotations received, interviews vendors, and select/recommend suppliers.
- Coordinate and administer material returns, credits, and refusals process.
- Maintain strong and positive relationships with suppliers and vendors.
- Ensure a minimal amount of backorders are needed in the field.
- Research and resolve purchasing, rental, pricing, and other problems and issues.
- Provides assistance to other employees, as needed.