

Position: Service Purchasing Agent

Reports to: Service Operations Manager

Summary

The Purchasing Agent supports the Service Department operations with timely and cost effective procurement and delivery of materials, parts, supplies, equipment, tools and freight services that meet contract specifications and Company/Department standards.

Responsibilities

- Work with Service dispatcher, sales support/inside sales, project management, field foreman, along with the Service operations manager in establishing materials standards and specifications within the limits of market availability; establish relationships and place orders with only those sources that meet select criteria
- Review and process purchase requisitions within established criteria; contact requisitioning party for resolution whenever specifications need clarifying, when requirements cannot be met (specs, price, deliver, etc...) or the requisition is in conflict with established criteria
- Whenever practical, develop primary and alternate sources of supply for critical and/or unique items to assure that the Company is protected from the risk of single source vendors; where impractical, attempt to take other measures to avoid potential costly delays, e.g. reserve inventories or alternate products
- Stay abreast of current market sources for the products/services used by the Company through vendors' catalogs, trade magazines and engineering input; explore new sources and/or alternate products that may offer increased benefits, lower cost, more timely availability, etc.; recommend additions/changes in sources to Service team as appropriate
- Establish supply arrangements that may be advantageous to the Company related to Service in reducing inventory investment or procurement costs, e.g. annual purchase agreements, earmarked inventories at vendor warehouses, or jobsite drop shipments by negotiating strategies between the Company and major suppliers
- Develop and maintain a purchase record system that will provide an effective means of follow-up on purchases, and produce historical information on vendor performance in such areas as delivery, quality, price and service; monitor vendor performance, negotiate improvements and/or adjust sources of supply as indicated
- Assist accounting and receiving in assuring that vendor deliveries are properly inspected, identified, counted, and documented so that the company receives what it ordered, pays for only what it receives, and has a sound basis for possible claims for shipping damage, shrinkage, etc.
- Assist the Service Operations Manager in developing policies and procedures on the types and quantities of materials, supplies and tools to keep in inventory; establish and administer an inventory record keeping system to control inventories and assure that established policies are followed; establish procedures for and oversee periodic physical counts to verify quantities on hand
- Coordinate vehicle fleet management items including licensing, recordkeeping, the purchase and sale of vehicles

- Coordinate all rental equipment needs for the Company including negotiating rates, ordering, returning, and maintaining records
- Process all new vendor credit applications
- Assist the Service Operations Manager and service management in establishing criteria for “make-or-buy” decisions considering direct costs, lead times, shipping costs, etc.; apply established criteria in processing materials releases
- Support inside sales and service field personnel with the price and availability information they need to develop cost estimates and bid proposals
- Maintain a high level of business ethics in all vendor relations; wherever possible, develop supplier relationships that are fair, friendly and above board; treat suppliers as partners (rather than adversaries), and negotiate terms that are mutually beneficial to both parties
- Perform other duties as assigned

Experience & Education

- High School diploma or equivalent with 5-7 years of relevant purchasing experience
- Associates Degree and 3-5 years of relevant experience preferred
- Familiarity with the construction industry and basic principles of mechanical systems
- Able to work well independently and as part of a team
- Possess strong verbal, written, analytical, persuasion and interpersonal skills
- Proficient in Microsoft Office 2010 or 2016 Products. Word, Excel, and Outlook are a requirement
- A working knowledge of SharePoint, Adobe Acrobat, and Bluebeam Revu software would be considered an advantage
- Experience with accounting system software. Spectrum experience strongly preferred
- Organized and able to prioritize multiple tasks and successfully meet deadlines
- A valid license and clean driving record are required
- Have an excellent attendance record at prior employment

Physical Demands

- Frequent sitting, standing and bending; repetitive motions of hands and wrists due to frequent computer use
- Able to see, hear well (either naturally or with correction) and speak clearly
- Some lifting may be required
- Must be capable of working extended hour days when job/business needs demands

Additional Information

- Type: Full-time
- Experience: Experienced
- Compensation: Hourly