



## Purchasing Agent

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Classification: Exempt  
Salary Grade/Level/Family/Range  
Reports to: Controller  
Date: January 2016

### **Job Summary:**

The purchasing agent negotiates vendor terms, prices and schedules delivery using knowledge of budget and schedule requirements for the purchase of all materials, supplies, equipment and services used by the company.

### **Essential Job Function:**

- Negotiates with vendors for good and services, negotiating the best possible price and service guarantee.
- Establishes purchasing policies and ensure compliance.
- Develops new supply sources where vendors are inadequate.
- Examines bids and makes recommendations
- Establishes account/credit and terms.
- Negotiates blanket purchase orders when appropriate and monitors cost during the time period.
- Checks requisitions for appropriate approval and account numbers.
- Works closely with receiving department to ensure proper supplies arrived
- Traces delinquent arrivals from purchase orders.
- Adheres to purchasing policies, processes and procedures.
- Carries out warehouse and inventory control policies and procedures.
- Uses knowledge of material work planning and methods engineering processes and procedures to coordinate product deliveries.
- Negotiates best vendor terms, pricing and delivery based on specific budget and schedule requirements.
- Uses knowledge of machines and equipment to schedule items necessary to continual production cycles
- Follows environmental and safety regulations and acts in compliance with U.S. laws.
- Complies with safety and corporate guidelines on business ethics.



## **Job Knowledge, Skills and Abilities:**

- Ability to perform but not limited to the following tasks, be familiar with and able to interpret packing slips, enter into the computer the correct information, to acknowledge receipt of the goods into the purchase order and processing database
- Able to follow and maintain standard operating procedures that meet quality requirements
- May be required to fill out bills of lading and be familiar with various forms that are used and required by the major freight carriers
- Experience with AES and UPS/FEDEX online software
- Experience with ERP systems and Microsoft Office software
- Ability to read and write English, follow verbal instructions and use simple math

## **Minimum Requirements:**

- Bachelor's degree in a business-related area.
- Five years of professional procurement/purchasing experience in a mid-sized organization.

## **Work Environment:**

Physical Demands: Able to lift 50lbs on a regular basis and up to 75lbs on a non-regular basis. Able to stand, kneel, bend and reach over and under all equipment on a concrete floor for long periods of time. May be exposed to noise, dust, fumes, smoke (Not over OSHA Permissible Exposure Levels). Safety training and equipment are provided by SeaCast in accordance with applicable law, industry standards and company policy.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.