



Purchasing Administrator

Reports To: Office Manager

Revision Date: 08/13/2021

Status: Full-Time

Department: Accounting

Position Overview: The Purchasing Administrator will report directly to the Office Manager and work closely with the Purchasing Department to maintain cost effective and quality purchases for the corporation.

Job Functions and Qualifications:

- Provides administrative support for purchasing activities
- Maintain adequate stock in inventory
- Investigate and conclude concerns relating to inventory
- Negotiate pricing with outside vendors
- Maintain purchasing agreements
- Process purchase orders for re-occurring inventory items
- Work closely with Purchasing Department on contract pricing
- Create and maintain all material card processing
- Process purchase orders, tracking and maintaining records
- Coordinate and maintain records of material certifications
- Process office supply orders for all companies/locations
- Streamline processing department interaction with purchasing
- Maintain approved vendor lists
- Other duties as assigned

Essential Functions:

- Occasional lifting of up to 40 pounds
- Hours for position are dictated by the workload and at times require more than a typical 40-hour work week.
- Some travel may be required.

Education/Experience:

- Bachelor's Degree: Business Background (Preferred)
- Excellent Communication and interpersonal skills
- Microsoft Office Experience

Compensation:

- This is a full-time, performance-based position; wages are commensurate with skills and experience.
- Medical, vision, dental, life insurance, short term disability, 401K and profit-sharing plans are available upon completion of 60 days of employment.