

Title: Purchasing Agent
Reports To: Operations Manager
Application Deadline: Open Until Filled
Posting: Internal/External Only

Responsibilities: Obtain from responsive, responsible, qualified suppliers, the required goods and services of appropriate quality, in the proper quantity, delivered on contracted schedule, and at the lowest ultimate cost to the Company and the Company's customers.

Requirements:

- Associates degree or equivalent professional experience required
- Minimum five years professional buying experience
- Proven communication and organizational skills
- Computer literate; Proficient in Microsoft Office and applicable manufacturing software
- Excellent customer service skills
- Excel in team oriented culture
- Contracts background is preferred
- Strong analytical capability;
- Professional certifications desirable; CPIM, CPM or APP
- Knowledge of Lean concepts preferred
- Lifting requirement; 30 lb.

Equal Opportunity Employer