

Title: Purchasing Agent (PA)	Full-Time Hours: 8:00 am – 5:00 pm
Objective	FLSA Status: Exempt
The PA would be responsible to purchase material and equipment for all projects. The PA also provides oversight and leadership to the entire Purchasing Department.	
Responsibilities	
<p>The PA would be responsible to attend the weekly Staff Meetings held on Monday mornings and update the staff on projects, pricing, and expediting.</p> <p>The PA would be responsible to protect pricing and issue purchase orders on large quantity purchases (ie. finish, drains, hangers, etc.).</p> <p>The PA would be responsible to monitor material and equipment budgets on all projects.</p> <p>The PA would be responsible to oversee material orders from the job sites and assign them for purchase and expediting with the Purchasing Assistants.</p> <p>For all projects, the PA would be responsible for:</p> <ul style="list-style-type: none"> ● Attending Pre-Construction Meetings. ● Coordinating purchasing responsibilities with the Project Manager. ● Reviewing the project specifications and recommending products for submittals. ● Maintaining the project notebook containing Purchasing Log, Purchase Orders, Pricing Sheets, Submittal Logs, Specifications, Quotes, etc. <p>The PA would be responsible to maintain communications with:</p> <ul style="list-style-type: none"> ● Estimators on pricing changes. ● Project Managers on project related issues. ● Suppliers and vendors on project, pricing, and relational issues. <p>The PA would be responsible to prepare and resolve all back charges to suppliers.</p>	
Qualifications/requirements:	
<p>High school diploma or equivalent plus 5 years previous experience.</p> <p>Detailed oriented.</p> <p>Organized.</p> <p>Excellent verbal and written communication skills. Possess exceptional interpersonal communication skills.</p> <p>Knowledge of MS Office (Word, Excel, Outlook)</p> <p>Ability to lead a department and give direction.</p> <p><i>The above noted job description is not intended to describe, in detail, the multitude of tasks that may be assigned but rather to give the associate a general sense of the responsibilities and expectations of his/her position. As the nature of business demands change so, too, may the essential functions of this position.</i></p>	