



Greenhouse Design, Manufacturing & Construction

Position Title: Purchasing Agent

Status: Non-Exempt

Division: Procurement

Reports to: Purchasing Manager

Position Objective

A Purchasing Agent is responsible for, but not limited to, the daily process of purchasing, receiving, and vouchering inventory stock items. Also responsible for providing feedback of sales staff needs, forecasts, production needs and special project purchasing to Product Line Manager. May be required to perform inventory control procedures in warehouse environment.

Essential Functions

- Verify purchase requisitions by comparing to on hand data in ERP system.
- Research and evaluate suppliers based on key performance indicators.
- Prepare purchase order by verifying specifications and price.
- Procure materials by forwarding orders to suppliers; monitoring and expediting as needed.
- Coordinate with receiving department to verify receipt of purchased items.
- Enter order tracking to ensure project management-meets customer expectations.
- Resolve vendor errors and unacceptable goods with the team.
- Hold suppliers accountable for fulfillment dates, pricing, quality, and order accuracy.
- Maintain information integrity and accessibility by ensuring 100% completeness and accuracy.
- Ensure that data in the ERP system is always up to date and 100% accurate at all times.
- Participate in daily communication activities to ensure information continuity across the business.
- Participate in both inner and cross departmental improvement initiatives as needed.
- Other duties as assigned.

Knowledge Skills and Abilities

- Strong time management and organizational skills.
- Solid analytical skills.
- Deadline driven and process focused.
- Strong self-accountability and capability to remain focused when urgent support requests arise.

- Strong written and verbal communication skills.
- Applicable experience with Microsoft Office Suite.
- Experience with Epicor ERP Manufacturing is a plus.

Work Environment/Physical Demands

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Standard office environment. While performing the duties of the position, the employee is regularly required to sit and talk or hear. The employee is regularly required to stand, walk, use hands to fingers, handle or feel, and reach with hands and arms with minimal lifting requirement. They may be exposed to loud noises and bright light. Vision perception is normal for administrative duties.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, to fulfill the ongoing needs of the organization. **To perform this job successfully, the employee must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**