



Purchasing & Receiving Agent

The Purchasing Agent will be responsible for order placement and supply and material replenishment. Tasks include projecting stock levels, monitoring the timeliness of deliveries, ensuring the adequate supply of all required materials, components and equipment, delivering cost savings for the company, managing supplier relationships including price negotiation, helping to source alternative items for buyers and customers, resolving disputes and claims with vendors and suppliers, maintaining current and accurate supplier programs, developing new relationships with distributors, and working to create and promote a safe environment. This position requires moving throughout the shop floor 6 - 7 hours a day pulling orders, checking in materials, and issuing parts to the floor, pushing heavy carts and lifting heavy items. Some overtime and weekend hours may be needed.

Job Duties:

- Verifies purchase requisitions by comparing items requested to master list
- Projecting stock levels, budgeting, monitor deliveries, ensuring the adequate supply of all required materials, components and equipment
- Prepares purchase orders by verifying specifications and price
- Obtains purchased items by forwarding orders to suppliers; monitoring and expediting orders
- Verifies receipt of items by comparing items received to items ordered; resolves shipments in error with suppliers.
- Authorizes payment for purchases by forwarding receiving documentation
- Keeps information accessible by sorting and filing documents.
- Provides purchasing planning and control information by collecting, analyzing, and summarizing data and trends.
- Source alternative items as requested
- Resolving disputes and claims with vendors and suppliers
- Developing new relationships with distributors
- Pulling orders, checking in materials, and issuing parts to the floor

Job Requirements:

- 5-8 years of Purchasing experience in an Aerospace environment
- Routinely move throughout the shop floor 6-7 hours per day
- Ability to lift up to 50 lbs.
- Excellent verbal and written communication skills
- Possess the ability to work productively, efficiently & effectively with initiative and drive under tight deadlines and pressure while maintaining attention to detail and quality.
- Willingness to learn, improve and adapt
- Relevant skills in basic MS Office applications - Outlook, Excel & Word