

PURCHASING AGENT



DEPARTMENT: Purchasing

REPORTING TO: Purchasing Manager

DESCRIPTION

S&H Systems is a single-source, full-service systems integration company – delivering dependable material handling systems, software, and post-sale support since 2002. The purchasing department is responsible for assisting other departments identify their needs, manage the requisition process and source competitive prices, and generally act as controllers to ensure adherence to budgets.

We are seeking qualified candidates to identify suppliers, vet, and negotiate terms and cost of materials as well as perform invoice reconciliation and project management documentation. Successful candidates will have experience in managing relationships with key suppliers to maintain competitive pricing, timely deliveries, and contract terms.

This position will communicate and implement procurement strategy with project coordination and logistics teams. Other responsibilities include, but not limited to:

- Issue purchase orders to vendors for goods and services
- Coordinate and communicate equipment and manpower mobilization
- Reconcile vendor invoices with Accounting department
- Internal management of vendor documents

BASIC QUALIFICATIONS

- Associates Degree in business and at least one-year experience as a purchasing agent or relevant role
- Skilled in the use of Microsoft Office, QuickBooks, Word, and Excel
- Excellent external and internal communication practices as well as strong organizational skills

PREFERED QUALIFICATIONS

- Bachelor's Degree in business or supply chain management
- Three+ years' experience as a purchasing agent or relevant role