

Purchasing Agent

Job Summary

Procurement specialist that will be responsible for identifying suppliers, vetting and negotiating terms and cost.

This position also requires some invoice reconciliation and project management documentation.



Responsibilities

- 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
- Manage relationships with key suppliers to maintain competitive pricing, timely deliveries and contract terms
- Communicate and implement procurement strategy with project coordination and logistics teams
- Keep updated records
- Perform any other duties as required or requested

Requirements

- Proven experience as a purchasing agent or relevant role
- Skilled in the use of Microsoft Office, QuickBooks, Word and Excel
- Strong organizational skills
- Excellent external and internal communication practices