

## **Purchasing Agent**

### **Duties & Responsibilities:**

- Negotiate contracts/agreements with suppliers/vendors.
- Work with project managers to determine scope of work and from there analyze customer need and purchase supplies for specific projects.
- Prepare and issue Request for Quotes (RFQ) for instruments, valves and commodity equipment items by following competitive bidding procedure.
- Manage spare parts orders including development of spare parts proposals and purchase orders.
- Prepare and issue purchase orders in accordance with established procedures.
- Address and resolve first level issues with suppliers; subject but not limited to Purchase Order discrepancies pertaining to delivery dates, service information, volume, price, quality, specifications, and/or payment terms.
- Coordinate and/or participate in supplier/vendor creation in company database.
- Ensure that all purchase orders are issued with appropriate specifications and documentation requirements.
- Communicate with vendors regarding all new purchase orders to establish lead times and order status.
- Coordinate correspondence between vendors and project personnel.
- Interface with all departments and resolve problems and issues with needed purchase items.

### **Requirements & Qualifications:**

- A degree in business management or a closely related field, ideally in mechanical fabrication, chemical process industry.
- At least 3 years of purchasing experience.
- A thorough working knowledge of purchasing policies, processes and procedures.
- The ability to establish and maintain effective working relationships with vendors and outside representatives.
- The ability to prepare and interpret specifications, analyze bids, and prepare and maintain procurement records and reports is essential.
- Possess prior experience using MRP/ERP Systems (QuickBooks Contractors Edition, preferred) as well as proficiency with Microsoft Word and Excel.
- Excellent written and oral communications skills.
- Excellent organizational, time management, follow-up, and negotiating skills
- Ability to multitask and meet deadlines; detailed oriented.
- Able to perform job duties under little or no supervision in a timely manner and with acceptable quality.
- Must be a self- starter, self- managed, an effective team player and possesses excellent analytical/problem solving skills.
- Address problems quickly and effectively using factual data, possess situational flexibility, know the resources to approach for effective resolution and drive for results.

**Koch Modular offers a comprehensive benefit package that includes:**

- Health Insurance Plan
- Flexible Spending Accounts
- Healthcare Reimbursement Arrangement
- Short and Long-term Disability Plans
- 401(k) Profit Sharing Plan
- Bonus Program
- Employee Referral Bonus Program
- Voluntary Benefit Plans
- Paid Holidays / Time Off
- Group Life / Accidental Death Insurance
- Tuition Assistance Program
- Business Casual Attire

**We are an Equal Opportunity Employer and a strong advocate of workforce diversity.  
Minority/Female/Sexual Orientation/Gender Identity/Disability/Veteran**