

Purchasing Agent

General Job Description

The Purchasing Agent is responsible for assisting the Purchasing and Warehouse Manager by performing a variety of technical activities relating to the procurement of goods, materials, supplies, and equipment, perform related processing and record keeping functions; operate within a framework of standard policies and procedures; exercise responsibility for accurate and timely performance of procurement support activities; and perform related duties assigned.

Location

Centennial, CO

Responsibilities

- *Business Process Analysis and Documentation:* Track and document all materials and tools at Weifield finding ways to be more efficient and profitable. This involves conducting meetings with the warehouse manager to discuss inventory strategy and goals.
- *Identify Solutions for Improvement in the Organization:* Through process analysis, this individual shall determine areas of potential improvement in terms of efficiency and company effectiveness, then develop appropriate solutions.
- *Information Dissemination:* Develop and facilitate high-quality and high frequency communications throughout the company.
- *Industry Awareness:* Continually seek industry and market information to provide Weifield with the information necessary for successful business development.

Specific Job Requirements:

- Writing/ Processing requisitions, purchase orders, bids, proposals and quotations.
- Write purchase Orders for job site deliveries, fabrication department and large purchase orders for Project Managers
- Checks for completeness, accuracy and compliance with established standards.
- Conduct necessary follow-up and tracking to finalize purchasing transactions.
- Enters purchase orders in computer system; follow-up purchase orders to ensure receipt of proper quality and quantity on specified dates; investigate and resolve problems regarding shipment discrepancies.
- Input data for change orders into system.
- Send wire orders out for quote.
- Releasing material from buyouts.
- Negotiate with Vendors as needed.
- Manage and control all procedures related to purchasing as well as processes.
- Prepare requisitions for restocking and replacement of warehouse items, PPE and safety supplies

- Receive and verify all purchase orders and issue requisitioned items from inventory.
- Inventory and purchase items for vending machines
- Ensure proper documentation is on file.
- Prepare requisitions for restocking and replacement of warehouse items.
- Receive and verify all purchase orders and issue requisitioned items from inventory.
- Input and retrieve data from the inventory control system.
- Assist in annual warehouse inventory.
- Provide information on inventory to the Departments.
- Manage Purchasing Assistant.
- Act on behalf of the Purchasing Manager in their absence.
- Assists in logistics of delivery, maintenance, and purchasing of vehicles, machinery and equipment.
- Assist Accounting department with maintaining and updating fleet insurance policies, gas cards, equipment registration, etc.
- Contracts:
 - Maintain contract dates
 - File and track
- Assist with tool inventory and control responsibilities using Asset Panda:
 - track tool transfers log in/out,
 - update and maintenance of the tool list,
- Log all rentals into the rental log
- Issues inventory report, in/out status report, dead stock report, goods age report, and consumption report.
- Help Purchasing Manager oversee the management of personnel responsible for tool inventory and control responsibilities
- Other duties as assigned.

Qualifications/Skills Required

- 1 to 2 years warehouse experience is preferred.
- Possess excellent quantitative and analytical skills.
- Possess excellent documentation and oral communication skills.
- Candidate should have a basic understanding of the electrical industry.
- Candidate must be able to mobilize electrical equipment and tools up to 50lbs.
- Possess entrepreneurial approach to problem solving.
- Must be intrinsically motivated, detail oriented and not accept second-best.
- Candidate must possess strong interpersonal skills in order to work in a diverse, dynamic and fast-paced environment.
- Candidate must be self-motivated and flexible to accommodate changes in Weifield's business strategies.
- Candidate must possess clean DMV record for use of company truck.
- Operate forklift and willing to be trained on other equipment.

Reporting

The purchasing agent reports to the Purchasing Manager.

Compensation Package

Start Date:	TBD
Status:	Full-time, non-exempt
Pay Rate:	DOE
Employee Health Insurance:	Healthcare 100% of the "Base Plan" by WGC 1 st of the month following date of hire
Family Health Insurance:	Portion paid by employee based on coverage selection 1 st of the month following date of hire
Voluntary Dental/Vision Insurance:	Portion paid by employee based on coverage selection 1 st of the month following date of hire
Disability & Accident Insurance:	Portion paid by employee based on coverage selection 1 st of the month following date of hire
Life Insurance:	Portion paid by employee based on coverage selection 1 st of the month following date of hire
Flex Pan:	Employee can set aside \$2650 pre-tax dollars for health/\$5000 for daycare 1 st of the month following date of hire
401k/Safe Harbor:	Participate at one year. Weifield matches 100% of investment up to 4%
PTO:	10 days for years 1-5 and 15 for years 5+ in addition to 7 paid holidays
Current Driver's License Required:	Yes

This job description reflects management's assignment of essential functions and position responsibilities. Nothing in this job description restricts management's rights to assign or reassign duties and responsibilities to this job at any time.

Weifield Group Contracting Inc. is an Equal Opportunity Employer.