

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.

- 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.
- 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 and warehouse assistant reports to the Purchasing Manager.
Typical work hours are 7:00am – 3:30pm.

Compensation Package

Start Date:	TBD
Status:	Full-time
Pay Rate:	DOE
Employee Health Insurance:	Healthcare 100% of the "Base Plan" by WGC 1 st of the month following 60 days of employment, not to exceed 90 days of employment
Family Health Insurance:	Portion paid by employee based on coverage selection after 60 days of employment, not to exceed 90 days of employment
Voluntary Dental/Vision Insurance:	Portion paid by employee based on coverage selection after 60 days of employment, not to exceed 90 days of employment
Disability & Accident Insurance:	Portion paid by employee based on coverage selection after 60 days of employment, not to exceed 90 days of employment

Life Insurance:	Portion paid by employee based on coverage selection after 60 days of employment, not to exceed 90 days of employment
Flex Plan:	Employee can set aside \$2500 pre-tax dollars for health/\$5000 for daycare after 90 days
PTO:	After six months, accrue five days per year 1-3, 10 days per year 3-5, 15 days per year after 5 years. Seven paid holidays per year.
401k/Safe Harbor:	Participate at one year. Weifield matches 100% of investment up to 4%
Cell Phone:	TBD
Schedule:	The anticipated work schedule for the purchasing and warehouse assistant 7:00AM – 3:30PM M-F
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.