# **NSCA**

# **Sample Position Description**

# **Title:** Purchasing Agent

**Reports to:** Accounting/Purchasing Manager

**Class:** Full-Time

**Type:** Salary

**Revised:** 9/15/20XX

# **Primary Role:**

*Responsible for purchasing material for stock and customer orders. Duties and responsibilities include but are not limited to the following: maintaining equipment purchase orders, selecting vendors, negotiating pricing, follow up on manufacturer ship dates, invoice approvals and processing equipment returns.*

**Responsibilities:**

1. Responsible for ensuring that all orders are processed in an accurate and timely manner
2. Obtain all job related equipment and services at the lowest cost with focus on total value
3. Obtain manufacturer shipping schedule on all equipment ordered and relay to Project Manager
4. Expedite equipment when necessary
5. Recommend alternate suppliers where a savings in cost or improved delivery will result
6. Resolve any problems that arise in relation to delivery dates, quality, quantity or cost of purchased goods and services
7. Issue purchase orders for job related equipment
8. Review discrepancies in invoices which are not in complete agreement with purchase orders
9. Responsible for processing return of unused or incorrect equipment
10. Assist with negotiating contracts with vendors
11. Assist with reports and documentation when required
12. Other duties as required or assigned from time to time

### **Accountability:**

# The Purchasing Agent will be accountable to the Accounting/Purchasing Manager. Secondary accountability will be to the other management team members, employees and customers of the company.

# **Qualifications:**

The Purchasing Agent shall possess a minimum of two years experience in the field of Accounting or Purchasing. This person must be able to manage multiple tasks simultaneously, have superior math and critical thinking skills. Proficient with <accounting> software buying systems. Individual must have good communication skills, self-starter and the ability to perform and complete high quality work.

## Travel:

No travel required.

**Additional Skills and Abilities:**

1. Excellent written and verbal communication skills.
2. Must be responsible, self-motivated, self-starter, personable and well-organized.
3. Superior customer service skills to deal with both internal and external customers.
4. Ability to manage multiple tasks simultaneously.
5. Strong interpersonal skills; ability to work with diverse groups.
6. Proficiency in the use of personal computers including such programs as MS Word, Excel, Access, PowerPoint and Outlook.
7. Ability to demonstrate planning, organizing and implementing skills which allow the successful completion of a project by a specific due date.
8. Must be able to effectively handle stressful situations.
9. Must be able to read and effectively interpret general business documentation.
10. Valid and current drivers license.

**Physical, Mental and Environmental Requirements:**

1. Employee is required to stand, walk, climb, sit and use hands and fingers.
2. Some light lifting of objects is required.
3. Reaching, grasping and carrying activities also required.
4. The noise level in the work environment is usually moderate.
5. Although most work is performed inside, occasional outside activities are subject to seasonal temperature fluctuations.

All requirements may be modified to reasonably accommodate individuals with disabilities.

This job description does not list all the duties of the job. You may be asked by supervisors or management to perform other instructions and duties. You will be evaluated in part based upon your performance of the tasks listed in this job description.

Management has the right to revise this description at any time. The job description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason as outlined in the employee manual or other written agreement.