

US Supply Company, Inc

Job Description

Position Title: Senior Purchasing Agent
Issue Date: March 2018
Reports To: Manager of Purchasing
Direct Reports: None
FSLA Status: Exempt

Job Summary

The Senior Purchasing Agent (SPA) is responsible for maintaining and improving upon the correct balance of inventory to demand and investment. This requires a solid comprehension of purchasing policies, procedures and priorities and functionality of our ERP system. Additionally, the SPA handles vendor management and automated purchasing processes, negotiates contracts, pricing and terms on higher impact vendor buy lines and for evaluating vendors' performance. The SPA is responsible for placing timely orders to maintain inventory stocking levels that coincide with established KPI's and to procure special order items upon request.

Duties and Responsibilities

Vendor Management

- Manages relationships with vendors and/or their representatives in an ethical and professional manner.
- Leads the negotiation with major vendors with regard to products, services, pricing, returns, defective merchandise and marketing programs. Coaches other agents in their negotiation skills.
- Leads the evaluation and selection of major vendors in conjunction with Marketing. Collects, coordinates and organizes vendor performance data from all departments and branches for use in vendor negotiations and improvement.
- Works with vendors and US Supply marketing team to introduce or discontinue products and to conduct new product training.
- Utilizes product knowledge to scan the market place for alternate and/or secondary suppliers.
- Works in conjunction with the Product & Pricing Administrator to secure accurate vendor databases, including pricing, product numbers, etc.
- Sources special or unique products for branches/customers and negotiates special deals for specific projects or volume discount opportunities

Material Management/Support

- Identifies opportunities to improve material flow from vendors to our branches with the goal of maximizing service levels, inventory turns and the efficiency of product handling
- Supports Sales organization by providing bid information and processing special orders.
- Identifies potential stock-outs and takes proactive steps to minimize their occurrence and impact.
- Addresses any issues associated with vendor delivery.
- Identifies opportunities to improve inventory turns and reduce surplus stock. Assists in process development, implementation and ongoing operation.
- Helps develop more junior employees through informal coaching.
- Maintains expertise on Eclipse system including the functionality of upcoming releases.
- Keeps Purchasing Manager informed of any issues that may impact the company or sales to include upcoming product changes and regulatory updates/modifications.
- Manages receiving discrepancies within 48 hour time frame.
- Completes all other duties as assigned.

Qualifications

- Education: 2 or 4-year college degree
- Experience: Minimum of 5 years wholesale distribution experience in purchasing. Customer service experience in a wholesale or retail environment helpful; friendly customer service orientation required.
- Plumbing, HVAC product knowledge obtained through purchasing, sales, service, or education/training.
- Eclipse ERP experience preferred.
- Excellent verbal and written communication skills. Able to multi-task, manage time effectively and adapt quickly to changing priorities. Strong follow through and follow up skills.
- Demonstrated analytical capabilities.

Work Environment:

Primary work is performed in an office environment.

Physical Requirements: Ability to bend, and reach under and over in order to file. Sit at desk and work on computer for long periods of time (look at computer screen, extensive keyboarding).

Travel: Infrequent travel to the DC or a branch as deemed necessary. Occasional transit into the warehouse, to branch and vendor locations.

Position Type and Expected hours of work: Full Time/Regular. Normal hours are at a minimum Monday – Friday 7:00 a.m. to 4:00 p.m. As an exempt position, additional hours are expected to achieve goals and excellence in customer care.

Employee’s Acknowledgement

I have carefully read and understand the contents of the position description. I understand the responsibilities, requirements, and duties expected of me and further understand that this is not an exhaustive list of responsibilities, skills, duties, requirements, effort, or working conditions associated with this position. While this list is intended to be an accurate reflection of the current position, the Company reserves the right to revise the functions and duties of the position or to increase or decrease the scope of responsibilities of the position when circumstances dictate, as determined by the President.

I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time for any reason, and the Company has a similar right.

Employee’s Signature

Date