

Anta Electric

Job Description



Last Updated: 06/26/19

Job title: Purchasing Agent

Work Location: 14 Fairchild Square, Clifton Park, NY 12065

Division/Department: Operations

Reports to: Operations Manager

Full-time

Part-time

Exempt

Nonexempt

Essential Duties and Responsibilities:

Purchase raw or semi-finished materials for manufacturing as well as machinery, equipment, tools, parts, supplies, or services necessary to support all aspects of the Company. The Buyer procures parts, equipment, and materials by developing sources of supply and monitoring supplier performance.

- Purchase the highest quality merchandise at the lowest possible price and in correct amounts.
- Prepare purchase orders, solicit bid proposals, and review requisitions for goods and services.
- Research and evaluate suppliers based on price, quality, selection, service, support, availability, reliability, production and distribution capabilities, and the supplier's reputation and history.
- Analyze price proposals, financial reports, and other data and information to determine reasonable prices.
- Monitor and follow applicable laws and regulations.
- Confer with staff, users, and vendors to discuss defective or unacceptable goods or services and determine corrective action.
- Evaluate and monitor general vendor performance as well as adherence to contractual obligations to ensure compliance and determine need for changes.
- Process work orders in VJS, including issuing of inventory as applicable.
- Work with Production, Planning, Engineering and Quality to resolve part shortages and non-conformities
- Select, develop, and maintain a competent supplier/rep partnership base/network.
- Resolve poor product quality issues, delivery issues, set up returned authorizations, invoice discrepancies and expedite orders as needed.
- Maintain optimum levels of inventory
- Manage transportation of goods into multiple manufacturing locations.
- Communicating lead times, delays, exceptions, freight costs, delivery options, and order confirmation to sales and management teams
- Authorize invoices for payment

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- Other Tasks as assigned by Operations V.P

Education and/or Work Experience Requirements:

- Associate degree is not required, but preferred
- Must be proficient in Word and Excel
- 3+ years or similar experience in a Purchasing/Manufacturing environment preferred
- Must be able to work in a team environment
- Strong computer and communication skills
- Excellent organizational and time management skills
- Previous experience with Visual Job Shop preferred but not required
- Flexibility to work overtime as needed
- Ability to multi-task and thrive in a fast paced environment

Other Requirements:

- Ability to maintain regular, punctual attendance.
- Must be able to talk, listen and speak clearly on telephone.

Print Employee Name:

Employee signature:

Date:

Manager signature:

Date:

