



JOB DESCRIPTION

Position: Purchasing Agent

Job Overview

The Purchasing Agent will provide administrative support to the Purchasing Department and will be responsible for the tactical procurement of commodities and supplies to be used and sold by the organization. The Purchasing Agent coordinates his or her efforts with other Purchasing Agents and Management in order to maintain the appropriate level of inventory. This individual will utilize expert knowledge to purchase goods and services at the most favourable price for Stone Tile International Inc., while simultaneously building and maintaining strategic relationships with key suppliers. The Purchasing Agent coordinates activities involved with procuring goods and services, such as raw materials and finished goods, and will assist the department in reviewing requisitions, and will confer with vendors to obtain product or service information, such as price, availability, and delivery schedule.

Job Duties

- Responsible for procurement and purchasing activities on assigned projects/vendors.
- Prepares and reviews purchase orders.
- Proactively communicate with Sales staff, Project Management and other departments.
- Maintains manual or computerized procurement records.
- Close Purchase Orders in Sage Business Vision.
- Liaises with Quality Control to report defective or unacceptable goods or services.
- Ensures that all administration procedures are followed and executed in a professional manner.
- Maintains records of business transactions and product inventories, reporting data to companies or government agencies as necessary.

Requirements

- Post-secondary diploma and/or an equivalent certification in materials management or business administration.
- 5+ years of experience in a similar role; preferably in the surfaces or distribution industry.
- Familiar with standard procurement concepts, practices and techniques.
- Good understanding of all logistic method and import/customs procedures.
- Effective attention to detail and a high degree of accuracy.
- Strong work ethic and a positive team player.
- Strong problem identification and resolution skills.
- Able to build and maintain lasting relationships with other departments, key business partners and other third parties as required.
- Able to effectively communicate both verbally and in writing.
- Sound analytical thinking, planning, prioritization and execution skills
- Experience with Sage Business Vision is considered an asset.

Working Conditions

- Interactions with suppliers using negotiation tactics.
- Manual dexterity required to use desktop computer and peripherals.

Stone Tile is an equal opportunity employer and welcomes applications from all interested parties.

Accommodations for job applicants with disabilities are available on request. To request any accommodations, please specify at any point in the recruitment process.



Acknowledgment

I, _____, understand and agree with the job description of the Purchasing Agent described herein.

Signature: _____

Date: _____