

Purchasing II Agent



POSITION SPECIFICS

Reports To: Supply Chain Manager
FLSA Status: Non-Exempt

Department: Purchasing

ROLE

SUMMARY: Responsible for material and parts purchasing for SJC Fixtures, showroom, Residential plumbers & PM's. The Incumbent is responsible for the entire returns process for the company. Communicates the returns process with vendors, customers for all return products within all division. Also, vendor relations, inventory manage, cost of goods/cost control, item returns, order processing, current product knowledge, and internal customer service support. Also, will be backup for the other two purchasers.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Place orders with vendors based on requests for SJC Fixtures, Residential plumber's & PM's needs.
- Obtain order confirmations and quotes from vendor, which must be matched to PO.
- Arrange for fixtures delivery's & prepare necessary docs
- Maintain and reinforce vendor relations
- Review and log in returns received and reach out to vendors to obtain approval to return products where possible.
- Examines and compares merchandise with original requisition to record information such as quantity, type of defects and date on invoice or other forms for accuracy prior to accepting it into company inventory and documenting discrepancies.
- Identifies information to confirm against return authorization forms, orders/other records
- Works with vendors to obtain replacements or credit for any purchase orders that arrive missing items in addition to obtaining RMA numbers on products that arrive defective.
- If unable to return, will add to inventory; assists with inventory control, once approved by GOM
- Work closely with warehouse staff regarding returns and the condition of the product returned.
- Process Credit Memos for return of products.
- Bring any damaged materials to the PO writer's attention immediately.

- Track returns to ensure credit is received.
- Inform salesperson that we have received credit, so customer will receive credit.
- Prepare and negotiate for returns to go into stock or out to vendors
- Provide backup to the other purchases in the dept.
- Inspect levels of supplies and materials to identify shortages & overages.
- Obtain order confirmations and quotes from vendor, which must be matched to PO.
- Purchase order and invoice pricing needs to match, so updated costs are necessary.
 - Report anomalies to the requestor/manager.
- Arrange for emergency purchases through local vendors when needed.
- Backup for ordering & returning products for service, commercial, residential, SJC & stock.
- Receive purchase orders in the system.
 - Verify all quantities that has been check-in by team.
 - Verify all ASO POs are fully received and the status is updated.
 - Send out email on receiving material to internal customers.
 - Call for freight charges.
- Other tasks and assignments as needed.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities

QUALIFICATIONS

EDUCATION and EXPERIENCE:

Associate's Degree (A.A.) or equivalent from two year college or technical school and five years related experience.

CERTIFICATES, LICENSES AND REGISTRATIONS:

E.P.R. experience.

Microsoft software experience.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES:

Strong organizational and communication skills to work effectively with staff and vendors.

Ability to quickly identify challenges and provide resolution; must be flexible and adaptable to a fast pace and changing environment.

Strongly collaborative working style.

Demonstrated skills in customer service both externally and internally.

Demonstrated skills in decision making and time management.

Negotiation skills.

Ability to read and comprehend written or verbal instructions.

Ability to write reports and correspondence effectively.

Computer skills: knowledge of the Microsoft Office suite including Word, Excel, and Outlook, as well as Internet software.

Basic math skills: ability to calculate figures and amounts such as discounts, taxes, and sums.

Knowledge of industry is required.

WORKING CONDITIONS

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, walk, bend, crouch, stoop, kneel; regular use of fine motor manipulation of hands, reach with hands and arms and talk and hear. The employee must regularly lift light objects. Specific vision abilities required by this job include close vision and the ability to adjust focus while working on a computer or hand held electronic device.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is typically performed in an office environment with moderate noise level.