

Since 1928



## **HOWARD INDUSTRIES**

*Architectural Signage Systems*

### **Job Description – Purchasing Agent**

This position is responsible for the acquisition of materials, supplies, equipment and any resources needed for our daily operation, as well as, managing our inventory levels. Must oversee the quality and prompt delivery demands while maintaining dependable suppliers. Purchaser plays a significant role in the development of the company's products, on time delivery and maintenance of sufficient inventory levels at all times through successful supplier relationships.

#### ***Education/Experience***

##### **Minimum:**

- A high school degree or GED equivalent is required
- Three (3) years of experience in manufacturing Purchasing

##### **Preferred:**

- Associate Degree in Business Administration or related field
- Five (5) years of administrative experience in a production environment.

#### ***Major Responsibilities***

- Procures all equipment, materials, supplies and services required for daily operations
- Performs quality-cost-delivery analyses to determine proper sources of supply
- Negotiates purchases as to specifications, price, terms, deliver dates, etc.
- Locates new sources of supply as necessary
- Continuous process, productivity and efficiency improvements

#### ***Specific Tasks and Responsibilities***

- Responsible for the maintenance of all necessary records of purchases, price and delivery
- Keeps record using computer and manual record keeping systems
- Maintains and adjusts monthly inventory records as required
- Advises management on current trends in prices, availability of materials and new technology
- Keeps abreast of, and researches, changing materials and market conditions

### ***Universal Tasks and Responsibilities***

- Exhibits and promotes behavior indicative of effective team functioning
- Interacts with other departments' employees respectfully and effectively
- Performs any other task or assumes any additional responsibility to facilitate the manufacturing process or better the company as a whole
- Quality assurance
- Contract negotiations and administration

### ***Competencies***

- Verbal
- Planning
- Attention to detail
- Computer literacy
- Oral and written communication proficiency

### ***Skills***

- Able to professionally work with verbal contracts
- Allocates resources efficiently and in an organization manner
- Accomplishes tasks thoroughly with regard for all details
- Expresses ideas and listens to others effectively
- Can establish priorities and a course of action for meeting multiple needs of the organization