



10910 Portland Rd. NE
Brooks, OR 97305



P: (503) 792-3739
F: (503) 792-3738

Purchaser

Job Description:

The Purchaser will correspond with various departments on production schedules, inventory levels, stock value, deliveries etc. Purchaser responsibilities include material purchasing, inventory purchasing, and product purchasing all while negotiating the best price. The Purchaser will need to prepare and verify all orders before submitting them for purchase. The Purchaser must have the ability to facilitate workflow, materials, and information between offices and/or locations within and for the business.

Duties and Responsibilities:

- Research prices in the marketplace to ensure purchased items are purchased at the best price.
- Complete audits.
- Meet with employees, suppliers, and contractors.
- Provide purchasing planning and control information by collecting, analyzing, and summarizing data and trends.
- Negotiate and strive to achieve the best price available in the marketplace for each item purchased.
- Perform administrative duties associated with purchasing and scheduling.
- Assist in improving a system of inventory control, product organization, product control, safety, and quality.
- Research alternative materials, items, etc. to meet the current and future needs of the company.
- Verify purchase requisitions by comparing items requested to master list, clarifying unclear items, and recommending alternatives.
- Provide status of available inventory items by verifying stock and scheduled deliveries, etc.
- Prepares purchase orders by verifying specifications and price, obtaining recommendations from suppliers for substitute items, and obtaining approval from requisitioning department.
- Obtain purchase orders by monitoring and expediting orders to suppliers.
- Verify receipt of items by comparing items received to items ordered. Resolve shipment(s) in error with suppliers and authorize payment for purchases by forwarding receiving documentation.
- Keep information and records accessible electronically by maintaining clean file management.
- Create a procedure for material and hardware certs, organize libraries, and archives according to created cert procedure.
- Update all affected pricing in the system and website, inform appropriate personnel if/when drastic changes in stock price items occur.
- Perform different miscellaneous tasks that are assigned.



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Qualifications:

The requirements listed below are representative of the knowledge, skills, and/or abilities required.

- Knowledge of the purchasing of steel in preferred.
- Ability to read blueprints and engineering fabrication drawings, preferred.
- Must have a minimum of 1 year of office experience and have good merchant and client-facing experience, be self-motivated and assist others when needed.
- Establish and maintain healthy relationships with employees, suppliers, vendors, and contractors. Must work effectively in team environments, communicating and participating in a professional and respectful manner.
- Must be able to analyze information and be proactive in anticipating and planning to meet objectives by identifying potential problems and/or discrepancies.
- Be able to constantly assess and prioritize tasks to best meet customer and business needs.
- Problem solving, creative thinking and being able to adapt well to change.
- Must have good time management skills.
- Excellent phone communication, ability to give clear verbal directions, have good grammar, and have good written communication skills.
- Excellent organizational skills and ability to coordinate multiple tasks successfully in a fast-paced environment.
- Proper handling of confidential information and records.
- Demonstrated ability to be detail-oriented and pay close attention to accuracy.
- Be detail-oriented and pay close attention to accuracy while maintaining all documentation with accurate pricing and configurations.
- Computer literacy with particularly Microsoft Office products (Excel, Word, and Outlook)
- Have the ability to learn other related software and system tools as needed.
- Must be punctual and display good attendance and be able to work 40 hours per week, in addition, be available to work overtime when necessary.

Education & Certifications:

- High school diploma, GED or equivalent is required.



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Wage:

- \$26.00 - \$32.00 per Hour

Benefits:

- Health Insurance
- 401 (k) with match
- AFLAC Offered
- Paid Time Off
- Dental Insurance
- Life Insurance
- Legal Services

Please note: this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.