



# PURCHASING AGENT

- Brockville
- Wage dependent on Experience
- Employment Conditions: Day – Some Weekends Required
  - Commercial & Residential

## FLOORING & BATHROOM

### **Specific Skills:**

The Purchasing Agent will manage all purchasing of flooring and bathroom materials and supplies for installations and retail. The Purchasing Agent coordinates his or her efforts with sales staff 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 Tile Tech Floor & Bath Solutions. The individual will be required to build and maintain 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.
- Create purchase orders using Sage Simply Accounting.
- 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.

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## **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 flooring and bathroom industry.
- Familiar with standard procurement concepts, practices and techniques.
- Good understanding of all methods of transportation and associated freight costs.
- 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 Simply Accounting is considered an asset.

## **Working Conditions**

- Interactions with suppliers using negotiation tactics.
- Capable of using desktop computer and peripherals.

Tile Tech Floor & Bath Solutions is an equal opportunity employer and welcomes applications from all interested parties.