

Purchasing Agent (full-time)

Job Responsibilities

Purchasing duties will include a variety of assignments and responsibilities, including but not limited to the following:

- Day to day purchasing of materials, tools, and safety supplies.
- Material tracking and inventory management.
- Compiling material quotations to support Project Managers and Estimators.
- Accurately receiving and distributing incoming material.
- Updating records, documentation, and paperwork.
- Maintaining a clean, organized, and clutter free work environment.
- Daily use of equipment to load/unload freight.
- Material handling including pickup and delivery.
- Other duties as assigned.

Job Requirements

Successful candidates for the role of Purchasing Agent will possess the following:

- Attention to detail.
- Critical thinking skills.
- Strong communication skills.
- Ability to learn site specific requirements.
- The ability to follow precise instructions.
- The ability to understand and execute verbal/written instructions.
- The ability to lift 70 lbs. or more.
- Desire to maintain a clean, organized work area.
- Reliable, safety conscious, and efficiency minded.
- Willingness to learn new skills and work hard.
- Purchasing experience (preferred).
- Construction experience (preferred).

Trait Requirements

Must be detail-oriented and well organized. Must be able to work independently and as a team member.