Purchasing Agent

Company: WHCI Plumbing Supply Co.
Location: Union City, CA
Position Type: Full time
Experience: N/A
Education: Associate’s degree or equivalent work experience

WHCI Plumbing Supply Company is a family business which strives to exceed our customer’s expectations by providing, large inventory, product expertise and exceptional service. WHCI’s culture is built upon a foundation of honesty, integrity and respect; come join our team. We also have great benefits: Health, Dental, Vision, 401k, Life Ins, Accident Ins and more.

The Purchasing Agent will be responsible for entering into negotiation with suppliers, review job queues, resolving issues, analyze reports, manage inventory, researching and adding new product lines, and building relationships. Must be able to pass a drug test and background check. Please send resume to jwashington@whcisupply.com

Primary Job Responsibilities:
- Review Job Queues, voice messages, and emails; prioritize daily workload, respond to questions and resolve complaints and miscellaneous problems
- Timely review and analysis of operational reports including the Open Purchase Order report, Daily Back Order report, Negative On Hand report and the Suggested Purchase Order Queue
- Manage inventory levels of assigned product line(s); review and analyze maximum and minimum inventory levels based upon sales and customer demand
- Update and maintain the Product/Inventory database and product file; remove discontinued product and add new product lines; research and verify price discrepancies; update order lead-times
- Ensure product is ordered at a competitive price and optimal quantity; balance order size and price discounts with inventory turn rates
- Create Purchase Orders and send to manufacturer(s); scan, image and attach order confirmations to the Purchase Order
- Build and maintain relationships with manufacturer representatives to negotiate pricing, terms, freight, return allowances, marketing allowances for promotions, etc.
- Confer with other departments to ensure coordination of Purchasing activities with activities of other functions such as sales, receiving, shipping, accounting and human resources
- Maintain confidentiality of sensitive organizational, customer and personnel related information

Minimum Qualifications
- Associate’s degree or equivalent work experience
- Five years industry experience, three to five years purchasing experience and demonstrated understanding and knowledge of products sold
- Ability to perform each primary responsibility satisfactorily
- Ability to schedule, plan, organize and prioritize workload, multi-task and work with others in a variety of circumstances
- Knowledge of and ability to learn/use ECLIPSE and various computer based word processing, spreadsheet, database, internet and calendar programs
- Ability to read and comprehend instructions, short correspondence, memos, general business reports and technical procedures; to keyboard orders, job queues, simple correspondence, memos, instructions, and reports; to write orders, instructions and notes; to communicate clearly one-on-one and in small groups; to understand complex, multi-step instructions; to present information and respond to questions from groups of employees, managers, customers, vendors and the general public; to add, subtract and multiply