stone tile

JOB DESCRIPTION – PURCHASING AGENT

Job Overview

The Purchasing Agent will be responsible for the tactical procurement of commodities throughout Europe, the UAE and/or Asia. The Purchasing Agent coordinates his or her efforts with other Purchasing Agents and Management in order to maintain the appropriate level of inventory to meet sales demands. The ideal candidate will also have experience in supplier development and quality control processes with suppliers across the globe.

In this role, you will utilize expert knowledge to purchase goods at the most favourable price for Stone Tile International Inc., while simultaneously building and maintaining strategic relationships with key suppliers. The Purchasing Agent is proactive in their approach to coordinating the activities involved with procuring goods, 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. The ideal candidate will also thrive in providing unparalleled customer service to both internal and external clients.

Job Duties

- Responsible for procurement and purchasing activities on assigned projects/vendors.
- Prepares, reviews and issues purchase orders.
- Proactively communicate with Sales staff, Project Management and other departments.
- Maintains manual or computerized procurement records.
- Liaises with Quality Control to report defective or unacceptable goods or services.
- Ensures that all contract procedures are followed and executed in a professional manner.
- Maintains records of business transactions and product inventories, reporting data to companies or government agencies as necessary.
- Proactively follow up with Sales and/or Project Management to confirm purchasing requirements, ensuring timely purchase of good to meet customer demands.
- Be available outside of core business hours (remotely) to field urgent purchasing concerns.
- Other duties as assigned.

Requirements

- Post-secondary diploma &/or an equivalent certification in materials management or business.
- 1+ years of experience in a similar role; preferably in the surfaces or distribution industry.
- Familiar with standard procurement concepts, best practices and techniques.
- Good understanding of all logistic method and import/customs procedures.
- Experience working with European, UAE or Asian vendors considered an asset.
- 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 Business Vision is considered an asset.
- Be available outside of core business hours (remotely) to field urgent purchasing concerns.