

Full Job Description

Steel Company is an AISC certified company and is currently seeking a Purchasing Production Agent to assist in our Purchasing department.

Required Skills:

- Must be proficient in managing purchase orders, math, ten keying/Data entry, document control and Excel.
- Organizational and planning. Time management skills and the ability to prioritize work.
- Data management with attention to detail and accuracy. Problem-solving. Experience with various software's
- Group purchasing and nesting of material.
- Production and Material nesting. – **A must.**

Responsibilities and Duties:

- Manages the execution of all aspects of the procurement process of all assigned commodities as required; seeking at all times to optimize quality, cost and delivery.
- Reviews ERP generated procurement reports to ensure appropriate levels of stock items are maintained.
- Maintain an accurate inventory. – **A must.**
- Compares prices, specifications, and delivery dates in order to determine the best bid among potential suppliers and places orders with supplier offering best overall value. – **A must.**
- Confirms all purchase orders are acknowledged and verifies size/grade, quantity, price and delivery match the purchase order. Works with manager to resolve any issues.
- Reviews open order report and proactively contacts suppliers to ensure all materials or services are on schedule to deliver or expedited if need be. Maintains close communications with sales and purchasing manager, making sure they are aware of any potential issues.
- Communicates with warehouse and the mills to advice of unusual vendor situations, lead times, dates arrival on material and any other pertinent information needed by internal personnel or customers.
- Researches new sources of supply and pursues creative ideas to improve quality, productivity and lowest possible inventory.
- Keeps up to date on steel market trends and data through professional journals and contact with mills.
- Entering purchase orders into Tekla EPM and our Construction Accounting Program. *Must confirm the accuracy of orders by checking the sales order acknowledgment against the requisition. Follow up with suppliers as needed, to confirm, make changes or inquirer on late or missing material.*
- Receive material into Tekla EPM Inventory. *Purchase orders in Tekla EPM must be balanced against invoices before material can be received into inventory.*
- Link material test reports (MTR's) In Tekla EPM to inventory
- Scanning Documents. *Scan, organize and maintain documents on the server, including but not limited to, purchase orders, bill of ladings and material test reports. Adhering to the company's document procedures, in accordance with the records retention schedule.*

- Maintaining filing systems. *Organize and maintain Purchase orders and other documents, adhering to the company's document procedures, in accordance with the records retention schedule.*
- Clear out computer generated cut lists. *Follow up with the fabrication shop on missing or overdue cut list.*

This list of duties and responsibilities is not all inclusive and may be expanded to include other duties and responsibilities as management may deem necessary from time to time.