

## Purchasing Agent

**Benefits:** Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

**Salary range:** \$15.04 to \$17.41 hourly

**Employment status:** Contract / Temporary to Hire

### Description

Robert Half is currently working with a client seeking a Purchasing Agent. The Purchasing Agent will be responsible for collaborating and negotiating with suppliers to purchase goods and services for the company. In this position you will be locating suppliers, researching goods, services and materials and processing purchasing orders. If you are a deadline oriented professional and highly analytical, this is the Purchasing Agent position for you!

How you will make an impact

- Manage inventory levels for multiple departments
- Provides exceptional customer service when working with vendors and suppliers
- Data entry duties for daily purchase orders
- Review that received orders are complete with all information
- Aid in any additional duties of the purchasing department
- Identify best options for suppliers, goods, and services

### Requirements

- Strong documentation and organization skills
- High school diploma or GED required
- Excellent communication and negotiation skills
- Excellent research and analytical skills
- Degree in business administration, procurement, or a related field preferred
- Skilled in CRM, ERP, and inventory management software programs
- Previous experience as a purchasing agent or in a similar position

Qualified candidates that are available to start immediately should contact us today!

Robert Half is the world's first and largest specialized talent solutions firm that connects highly qualified job seekers to opportunities at great companies. We offer contract, temporary and permanent placement solutions for finance and accounting, technology, marketing and creative, legal, and administrative and customer support roles.

Robert Half works to put you in the best position to succeed. We provide access to top jobs, competitive compensation and benefits, and free online training. Stay on top of every opportunity - whenever you choose - even on the go. [Download the Robert Half app](#) and get 1-tap apply, notifications of AI-matched jobs, and much more.

All applicants applying for U.S. job openings must be legally authorized to work in the United States. Benefits are available to contract/temporary professionals, including medical, vision, dental, and life and disability insurance. Hired contract/temporary professionals are also eligible to enroll in our company 401(k) plan. Visit [roberthalf.gobenefits.net](https://roberthalf.gobenefits.net) for more information.

© 2024 Robert Half. An Equal Opportunity Employer. M/F/Disability/Veterans. By clicking "Apply Now," you're agreeing to [Robert Half's Terms of Use](#).

[Apply Here For Job Posting](#)

Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.

**This Job Posting will expire in 10 days.**