

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!

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This Job Posting will expire in 10 days.