



Job title	<i>Purchasing Associate</i>
Reports to	<i>Purchasing Director</i>

Job purpose

Responsible for purchasing materials in time for installation using knowledge of budget and schedule requirements.

Duties and responsibilities

- Order materials in a timely manner to ensure they will arrive in time for installation
- Special-order materials needed for specific job and repairs via B2B, email, fax, and/or phone
- Utilize all materials in warehouse stock prior to special-ordering specific products
- Check orders and updated promise dates daily for each vendor
- Follow-up on orders that are not delivered in their entirety to determine if we need the additional material or if we can void the remainder of the purchase order
- Request proof-of-delivery for installer pick-ups, sales pick-ups, etc.
- Check open purchase orders at the end of each day to confirm all reference numbers and promise dates have been received from each vendor- confirming all orders have been placed
- Check open purchase orders at the end of each day to confirm all material expected to arrive that date has arrived on time with the correct quantities; follow-up on any open orders
- Troubleshoot as needed regarding backordered material, shortages, etc.
- Communicate with Customer Service and Sales Representatives about back ordered, discontinued or unavailable products
- Assist other team members as needed
- Be readily available and situated at designated work station to answer all incoming calls and inquiries during regular business hours (*excluding breaks*)

Qualifications

Required Education & Experience:

- High School Diploma or GED, or one to 12 months of related experience or training, or equivalent combination of education and experience
- Previous experience using Microsoft Office and Outlook

Required Skills & Abilities:

- Excellent organizational and time management skills
- Basic math skills
- Verbal and written communication skills
- Strong attention to detail
- Willing to work independently or as a team

Preferred Qualifications:

- Experience using RFMS or similar system
- Some knowledge of flooring/floor covering
- Previous experience in purchasing

Position Type/Expected Hours of Work

This is a full-time position. Days and hours of work are Monday through Friday, 7:30 a.m. to 4:30 p.m.