



Career Opportunity

Purchasing Agent

Position Summary:

Seeking a motivated, quality oriented individual to assist our Purchasing and Operations Managers.

Under direct supervision, this position is responsible for following established guidelines and assisting the Purchasing Manager in the procurement of goods and services for internal and external customers.

Essential functions:

- Assist in the research, analysis and recommendations of new sources of specific goods, services and process improvements
- Confers with vendors to obtain product or service information
- Generate and update inter branch product transfers
- Expedite orders as required and provide weekly updates regarding order status
- Resolve discrepancies of incoming product deliveries by entering inventory adjustments into inventory control system
- Return product to vendors
- Assist with monitoring the inventory reorder points as assigned to ensure availability of stocked items
- Process and distribute inventory management reports
- Assist in monitoring supplier performance to ensure purchases are cost effective and suppliers provided expected service and value

Required Talents:

- Associates degree in Business
- Minimum of two to four years of general office experience
- Knowledge of Purchasing procedures and computer-based inventory systems
- Ability to communicate effectively verbally and in writing in a professional manner
- Ability to coordinate multiple activities and projects simultaneously and prioritize work with ever-changing deadlines
- Fundamental computer literacy and skills; data entry, produce emails, Intermediate to advanced proficiency in Microsoft Office suite including Excel
- Attention to detail, accuracy and the ability to handle time sensitive projects
- Strong organizational and interpersonal skills

Submit resumes and cover letters to Dawn Kehrwald at: dkehrwald@cfmequip.com

About CFM Equipment Distributors, Inc:

We have been a leading distributor of HVAC and solar products for over 30 years. CFM Equipment Distributors employs innovative, creative individuals that are motivated to succeed. We offer great benefits including medical, dental, 401(k), education assistance, vacation/sick leave and paid holidays. We promote a friendly, cooperative, team environment. Do you want to be a part of a team that values your teamwork and excellence?