



Purchasing Agent

Carlson & Stewart Refrigeration, Inc. is now hiring a Purchasing Agent.

The Purchasing Agent is primarily responsible for providing purchasing support directly to the Operations Team. This position will also work directly with Project Managers, Service Managers, Service Coordinators, Service Technicians, and the Engineering/Estimating Department. Provides customer service for retail sales to the company's customer base by researching and sourcing correct parts, ordering and arranging shipments to customer locations.

Essential Functions and Responsibilities:

- Provide administrative support to the Purchasing team, including aiding in obtaining pricing from trade partners for Estimates, Jobs, Dispatches, PM's, etc., complete all purchasing requisitions and purchasing tasks daily.
- Contact vendors to obtain quotes, create vendor purchase orders, obtain tracking and shipping information, and receive materials accordingly.
- Submit payment requests.
- Update & maintain inventory spreadsheets.
- Reconcile invoices and credit card transactions.
- Research and provide pertinent information on payment inquiries.
- Assist in inventory management and purchasing requests for multiple locations.
- Compile all vendor information and costing data to prepare for purchase order releases.
- Assist Project Managers with executing subcontract packages in Foundation.
- Assist estimating with tracking costs, variances, comparisons, etc.
- Performs other duties as assigned.

Required Skills/Abilities:

- Proficient with Microsoft Office Suite.
- Ability to learn purchasing procedures and policies.
- Effective written and verbal communication skills.
- Function effectively independently or as part of a team.
- Excellent attention to detail and the ability to recognize discrepancies and potential issues.
- Ability to define problems, establish facts, draw valid conclusions, & present solutions as needed.
- Good time management, organizational skills and ability to meet critical deadlines.

Benefits:

- Health / Vision / Dental Insurance
- Vacation and Holiday Pay
- 401(k) Retirement Plan

- Short-term and Long-term disability
- Life insurance
- Employee referral incentives
- Opportunities for advancement, professional development, training opportunities
- Bonuses based on the company's yearly performance.