

# AQUASCAPE, INC.

## Job Description



<b>Job Title:</b>	<b>Purchasing Agent</b>		
<b>Department:</b>	Purchasing	<b>Reports to:</b>	Director of Supply Chain Management
	Salary	<b>FLSA Status:</b>	Exempt

The Purchasing Agent is responsible for the procurement of product through established overseas and domestic suppliers, as well as the negotiation of pricing and terms.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Interview vendors and visit suppliers' plants and distribution centers
- Negotiate price and terms with established vendors
  - Ability to analyze supplier quotations
  - Analyze price proposals, financial reports, and other information to determine reasonable prices
- Evaluate suppliers based on price, quality, and delivery speed
- Monitor suppliers abilities to deliver required product with on-time delivery
- Maintain and review records of items bought, costs, deliveries, product performance, and inventories
- Work out agreements with suppliers, such as when products will be delivered
  - Track open supply orders to ensure supplies are delivered on time
- Inventory Management
  - Make recommendations for optimal stocking levels
  - Review inventory levels, sales trends and seasonality in order to maintain just-in-time inventory levels
  - Ability to interpret demand reports while proactively reacting to changes in demand
- Meet with internal resources and/or vendors to discuss defective or unacceptable goods and determine corrective action
- Evaluate and monitor contracts to ensure that vendors and supplies comply with the terms and conditions of the contract and to determine the need for changes
- Establish, track and present to senior management cost savings targets to achieve sustainable cost reductions for managed spend
- Monitor and obtain timely corrective action responses from suppliers for nonconformance issues
- Optimize freight, including shipping logistics
- Amazon account management

### OTHER DUTIES AND RESPONSIBILITIES

- Participate in company events, as requested
- Complete other projects and duties as assigned

### REQUIRED EDUCATION/EXPERIENCE/QUALIFICATIONS

- Proven background in procurement
- Experience in developing strong partnerships with internal customers and the supply base
- Proven track record of successfully negotiating price and terms with vendors
- Ability to confidently interact and communicate effectively, both written and verbally
- Demonstrated planning, analytical, organizational and project management skills
- Strong working knowledge of Microsoft Office including Word, Excel and Outlook
- Bachelor's degree or equivalent work experience
- Excellent organizational skills

### PREFERRED EDUCATION/EXPERIENCE/QUALIFICATIONS

- International experience preferred

*Job Description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the position*