**Construction Purchasing Agent/Buyer**

**Responsibilities**

Support field operations activities, reporting directly to Operations Manager. Obtains requirements by verifying, preparing, and forwarding purchase orders; verifies receipt of items; authorizes payment, and assist in expediting orders. For this role, you should have good knowledge of market research, along with solid communication and analytical skills to make sure you are identifying the most profitable offers.

Purchasing Agent Job Duties:

* Manage relationships with Project Management Team and key suppliers to maintain quality of goods, timely delivery and compliance to terms of contracts
* Verifies purchase requisitions by comparing items requested; clarifying unclear items; recommending alternatives.
* Prepares purchase orders by verifying specifications and price; using ViewPoint accounting software.
* Obtains purchased items by forwarding orders to suppliers; monitoring and expediting orders.
* Verifies receipt of items by comparing items received to items ordered; resolves shipments in error with suppliers.
* Authorizes payment for purchases by forwarding receiving documentation.
* Keeps information accessible by sorting and filing documents.
* Provides purchasing planning and control information by collecting, analyzing, and summarizing data and trends.

Other tasks include:

* Monitoring equipment rental inventory of various vendors
* Monitor Fuel cards & logs for company vehicles
* Issue and monitor FasTrak accounts
* Issue and monitor parking passes for office staff
* Cross-trained with Dispatch
* Administrative Support to Operations and Safety Managers

**Requirements**

Proven experience as a purchasing agent or relevant role, Supply Management, Vendor Relationships, Customer Service, Documentation Skills, Excellent Communication and Interpersonal Skills, Outstanding Organizational Skills, MS Office with an emphasis on Excel

BSc/BA in Business Administration or relevant field; MSc/MA will be considered a plus