Job Description

Job Title: Purchasing Agent
Location: New York, NY
FLSA Status: Full Time, Non-Exempt
Classification: Administrative Support Worker
Department: Business Services
Reports to: Director of Business Services
Supervisory Responsibilities: Yes ☐ No ☒

Summary: The Purchasing Agent, in coordination with the Director of Business Services, will need to negotiate terms with vendors, including prices and service/delivery schedules. S/he will know how to evaluate market conditions and different suppliers, research, evaluate and prepare bid forms, handle bidding process, and analyze bid results. The Purchasing Agent will also perform various clerical duties for the Business Services Department ranging from filling and answering phones to assist with preparation of invoices, copying, faxing, scanning and other office work.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Developing profitable purchasing strategies by evaluating current procurement activities and recommend improvements.
- Manage relationships with key suppliers to maintain quality of goods, timely delivery and compliance to terms of contracts.
- Administrator of various vendor databases and assist with the facility management database as needed.
- Prepare purchase orders by verifying specifications and price; solicit bid proposals and review requisitions for goods and services.
- Research and evaluate suppliers based on price, quality, selection, service, support, availability, reliability, production and distribution capabilities, and the supplier's reputation and history.
- In coordination with the Business Services Director, negotiate, or renegotiate best vendor terms based on specific budget and schedule requirements, administer contracts with suppliers, vendors, and other representatives.
- Coordinate with suppliers to resolve performance related issues as well as identify and troubleshoot contract issues.
- Prepare and submit detailed reports as needed to include departmental meeting minutes.
- Review bids and quotations to determine most reasonable price in relation to market conditions
- Administrator for the following agency accounts to include, but not limited to, Staples and Home Depot.
Centralize facility related services whenever possible. Maintain department files so they remain updated and easily accessible.

Answer phones to take messages or redirect calls to appropriate individuals.

Perform general office duties including, but not limited to faxing, copying, scanning, filing, opening and distributing mail.

Prepares and processes appropriate paperwork to pay vendor invoices (AFPs)

Maintain the departmental keys for offices and vehicles; loan/distribute/collaborate keys as necessary.

**Position Type and Expected Hours of Work:**

This is a full-time position. Days are generally Monday - Friday, 8:30am - 4:30pm. Additional hours may be required, as well as travel for certain meetings/trainings.

**Working conditions and physical demands required:**

The demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Sit for long periods of time
- Problem solver with an eye for detail and ability to coordinate many activities
- Occasional site visits
- Remain in a stationary position at a work station and use a computer approximately 70% of the time

**Qualifications**

**Education and/or experience required:**

- Associate's Degree in Business Management or a related field; Bachelor's Degree a plus or a combination of education and work experience

**Skills, Licenses, and/or competencies required:**

- Meticulous attention to detail and skill in negotiation with vendors in a variety of trades and disciplines.
- Working knowledge of MS Office and purchasing software
- Excellent communication and interpersonal skills
- A strong analytical mindset
- Outstanding organizational skills
- Remain current on new industry trends