

August 8, 2011

Title: Purchasing Agent

Job Description:

- Handle all vendor RFQs and PO's for the company
- Negotiate best pricing and delivery
- Process Purchase Requisitions, POs
- Communicate with manufacturing

Skills and Experience:

Must be extremely attentive to detail, great with numbers, able to keep up with competing demands on time, expert at finding and vetting new sources, and willing to stand up for best interests of the company while maintaining positive relationships with vendors.

Minimum 3 years purchasing experience required.

Salary range of \$40-65k based on experience. Benefits including 401(k).

Please submit resume and cover letter to hiringmngnr238@gmail.com. Resumes without cover letters won't be accepted.

About the Company:

The company is in growth mode and is seeking dedicated leaders who care about doing their jobs right.