



**ENGINEERING
MANUFACTURING
CONSTRUCTION
CONTROLS**

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Job description Purchasing Agent

Duties, expectations

Purchasing department Management

- ◆ Establish and maintain good working relationships with vendors
- ◆ Negotiate contracts and pricing with vendors.
- ◆ Research new vendors
- ◆ Work with engineering in the availability and introduction of new products
- ◆ Work with engineering on use of comparable products to improve cost and/or quality of CTC products.
- ◆ Support engineering in price comparison of products needed
- ◆ Manage purchasing system and paper trail in conjunction with accounting dept.
- ◆ Supervise purchasing assistant if required.
- ◆ Purchase in a cost-effective manner all components needed to maintain, sustain and complete all phases of work at CTC.
- ◆ Maintain and build an efficient purchasing program.
- ◆ Manage purchasing to be a profit center through cost savings incurred.

Spare part sales

- ◆ Support spare parts sales with purchasing and inventory support

Skills Required

- ◆ Mastery of Word and Excel programs
- ◆ Proficiency with Quick Books accounting software program
- ◆ Good general computers skills
- ◆ Understanding of the internet for use in research and purchasing
- ◆ Good working knowledge of mechanical components and materials
- ◆ Good organizational skills
- ◆ Team work skills
- ◆ Personal management skills
- ◆ Good negotiating skills