

JOB DESCRIPTION

Pay Range \$18 - \$26

Position Summary:

This job posting is for the full-time **Purchasing Agent** with ASAP Metal Fabricators, a sheet-metal manufacturing job shop in Yakima, WA.

We are a small business with local owners, you won't be treated like a number here. We believe that **our people are our greatest assets**, and we are always looking for **great talent and a great attitude** to add to our team. We plan to grow, and we're looking for long-term people to grow with us!

SUMMARY

The Purchasing Agent supports the supply planning manager in managing the external supply base on assigned commodities to achieve the company's business objectives. This position is dedicated to improving our supply chain performance on material for multiple categories. The purchasing coordinator is responsible for ensuring that the right materials are ordered and delivered at the right time, from the right supplier, all in an effort to help control the movement of the manufacturing process. The candidate will also be responsible for inventory, planning and control based on the needs of the company.

ESSENTIAL DUTIES AND RESPONSIBILITIES (include the following, however, other duties may be assigned.)

- Ability to read and understand blueprints and other shop drawings.
- Conduct tactical purchasing activities, such as order entry, expediting material, past due PO's, open PO's, PO confirmations, receiving and accounts payable related issues.
- Administer and manage purchase order commitments to designated suppliers to support ongoing requirements.
- Work closely and build relationships with trusted vendors to ensure efficient management of the supply chain.
- Supports tactical purchasing activities for new product introductions (NPIs) to ensure uninterrupted material availability, alignment of risk and cost goals.
- Continuously review vendor commitments, the movement of materials and other supply chain processes to identify sources of problems and develop solutions.
- Provides inventory reports to the supply planning / inventory control manager.

Preferred Qualifications / Skills:

- Teamwork
- Coordination
- Organization
- Planning

- Time management
- Reporting skills
- Inventory control
- Documentation skills
- Equipment maintenance
- Data entry skills
- Dependability
- Great attitude
- Growth-minded

There will be opportunities to cross-train, gain new skills and support other areas of the business. **Come and grow with us!**

Preferred Experience

- High school diploma, GED, or equivalent
- Forklift Certification within 90 days of job entry date

The business operates on a 40-hour workweek. Overtime is discouraged but may occasionally be required. Standard hours of operation are:

- Monday-Friday, 7:00 am - 3:30 pm

All employees are eligible for medical benefits and receive Paid-Time-Off.

If you have a **great attitude** and are looking for an **opportunity to grow** in an environment where **you will be treated like a person**, then **APPLY NOW**, and let's have a conversation! environment.