



GENERAL PURPOSE – INVENTORY PURCHASE ORDER AGENT JOB DESCRIPTION

Manage all aspects of inventory purchasing to efficiently and cost-effectively support organizational operations.

Main Job Tasks and Responsibilities

The Purchasing Agent will be responsible for the inventory purchase order process by providing support to management and designers.

- Enter all stock purchase and special orders in the system
- Disperse purchase orders to vendors when applicable
- Compare purchase orders with vendor acknowledgement and research any variances
- Reconcile Open Purchase Order report
- Follow up on open purchase orders/expedite past due purchase orders
- Maintain accuracy of vendor lead times.
- Adjust safety stock levels based on sales and seasonality fluctuations.
- Monitor and update all product item information and communicate information companywide
- Run monthly inventory value reports
- Assist with set up of new vendors
- Assist with obtaining required information for completion of credit applications
- Purchase office and warehouse supplies
- Assist with special projects; Inventory reconciliation, closeouts, etc.
- Other duties as assigned

Education and Experience

- College degree in business, materials management, operations management, or related field
- 1-3 year work experience
- financial acumen
- high competency level in MS Office applications

Key Competencies

- communication skills
- planning and organizational skills
- analytical skills
- problem-solving
- 1-2 years experience with inventory

Benefits

- 401(k)
- Health insurance
- Paid time off
- Employee discount
- Vision insurance
- Dental insurance
- Life insurance

Work Location: In person

Job Type: Full-time

Qualified candidates send resume to career@ibbdesign.com.