

## Job Overview

We are seeking a detail-oriented and strategic Purchasing Agent to join our team. The ideal candidate will be responsible for overseeing the ordering process, managing supplier relationships, and ensuring that all product is ready for installation. This role requires strong communication skills, an understanding of inventory management, and attention detail. You will be responsible for ordering, checking pricing, and maintaining stock levels for wide array of products including custom vanity tops, shower doors, cabinetry, plumbing fittings, electrical fittings, lumber, wood trim, and various products related to the plumbing, hvac, and bath remodeling projects.

## Duties

- Manage all Purchasing Functions
- Maintain and Recommend change in processes in order to improve company efficiency in purchasing area
- Order all Material for Bathroom Remodels, Plumbing Projects, Retail Orders, HVAC Projects, and Inventory
- Check Pricing Discrepancies and making sure we are getting charged correct pricing
- Ensure all data (P.O's, receipts, packing slips, inventory transfers, job transfers) have been entered into ERP Software
- Make sure product is here for when job is to start
- Check on Backorders, pricing discrepancies, product issues, and defective material
- Maintain strong relationships with vendors
- Bring new vendors/products for management team to assess benefit to company
- Oversee Inventory Management as directed
- Process returns and make sure credits are received
- Work at quality control product issues as need arises
- Assist/oversee warehouse & purchasing staff as needed
- Collaborate with coworkers and management team as needed
- Communicate with sales team, project managers, and designers on any sourcing issues with products
- Communicate on a daily basis with customers, installers, and subcontractors
- Work together with co-workers (designers, installers, sales personnel, etc.) to serve our customers

## Expertise

- Experience in purchasing, office environment, preferably in a construction, retail, or similar environment.
- Technology Savvy with proven experience in ERP Systems, Microsoft Office Tools, and other applications
- Excellent analytical skills with the ability to assess pricing structures and negotiate effectively.
- Strong communication skills, both verbal and written, to interact with suppliers and internal stakeholders.
- Ability to work independently as well as collaboratively in a team environment.



**Bath Barn is a plumbing and heating company specializing custom bath remodeling.**

**We are a small family run business of 45 employees. We are team oriented**