Purchasing Specialist

Job Details

- Maintain and recommend change in processes in order to improve company efficiency in purchasing area
- Order all material for Bathroom Remodels, Plumbing Projects, and Retail Orders
- Ensure all data (Purchase Orders, packing slips, and job transfers) have been entered into ERP software.
- Confirm product is in warehouse for when job is to start
- Check on backorders, pricing discrepancies, issues, & defective material.
- Maintain strong relationships with vendors.
- Bring new vendors/products for management team to assess benefit
- Oversee inventory management as directed.
- Assist warehouse & purchasing staff as needed.
- Process returns and make sure credits are received.

Job Requirements

- Experience in purchasing or office environment, preferably in a construction, retail, or similar environment
- Technology Savvy with 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 coworkers.
- Ability to work independently as well as collaboratively within a team.

Job Benefits

- Paid Vacation, Sick, and Personal Time
- Company Match IRA after 1 year
- Health, Disability, and Life Insurance
- Employee Discounts

BATH BARN