

Purchasing Agent

A. R. Chambers Supply, is dedicated to total quality while delivering customer satisfaction through superior product knowledge and customer service in the construction industry. We have been in business since 1945 and are proud to serve the Pittsburgh and surrounding areas with construction supplies. Currently we are looking for a Purchasing Agent.

DUTIES & RESPONSIBILITIES:

- Negotiate purchase prices on products
- Keep necessary inventory on hand for clients
- Have an understanding of what product should be in stock during what season
- Maintain positive working relationships with vendors
- Keep meticulous records on all transactions and submit them to our accounting department monthly for auditing
- Inform vendors of our purchasing requirements and ensure all tasks are fulfilled, from producing new keys to providing maintenance records
- Communicate with warehouse of incoming materials

COMPETENCIES:

- Prior knowledge of construction material bidding
- Working knowledge of inventory system
- Excellent written and oral communication skills and negotiating skills
- Reliable transportation required
- Organized, professional, and polite are all a must
- Good time management skills

OTHER:

- Assist in opening-up the building
- Answer telephones and assist in filling in at the front counter when needed

HOURS:

Monday - Friday 7:00 am – 3:30 pm with lunch and breaks given accordingly.
This is a 40 hour work week

DEGREE:

Bachelor's Degree in Business Administration, Supply Chain Management or comparable years of experience

This is a Monday - Friday (40 hour a week) position with no overnight or weekend hours. If interested in hearing more, please submit resume to Dayna Phillips at: dphillips@georgelwilson.com or 412.952.6881 to discuss position and interview process.

Visit our website at: www.archambers.com to learn more about the company, the stability, and history of our work.