



## **SENIOR PURCHASING AGENT** **(Custom Automation)**

Intec Automation is looking for an experienced Senior Purchasing Agent to join our team. The individual in this role will be supporting both internal and external customers. This position has the potential to become the Purchasing Manager for the right candidate. This is a full-time salary position with a competitive benefits package. This position offers a unique opportunity to be exposed to a multitude of different industries and learning experiences.

### **RESPONSIBILITIES:**

- Purchasing and related tasks associated with the design and build of custom machinery, including but not limited to: updating Bills of Materials (BOM's) with purchasing information, processing Engineering Change Orders (ECOs), managing non-conforming products, and vendor qualifications and audits.
- Interface w/Engineering, Operations, Management, etc. on a daily basis communicating status and understanding needs and priorities.
- Coordinate (& expedite when necessary) the placement of purchase orders and/or delivery of materials, working in a team environment with Design Engineers, Electrical Engineers, Operations, Purchasing, Finance, and other departments for maximum operational effectiveness.
- Alert the team to deviations (or potential deviations) from established plans and champion issue resolution.
- Establish, develop and maintain positive business, customer, vendor, and contractor/technician relationships.
- Manage supplier relations and negotiate prices where applicable.
- Research and evaluate procurement opportunities and prospective suppliers using industry expertise and relationships.
- Coordinate inventory control with team members to determine and manage inventory needs.
- Implement, maintain, & improve processes to increase quality and efficiencies. Focus on continuous improvement.
- Assist with all administrative tasks, including multi-line phone system, job documentation, and other office tasks.
- Build stable working relationships, communicate openly, and contribute to a positive environment and strong company culture.
- Communicate clearly and professionally to both internal and external customers.

## **QUALIFICATIONS:**

An ideal candidate would have experience with, knowledge of, and/or be skilled in the following:

- Expert level of Purchasing (and Management) for custom capital equipment.
- Highly developed interpersonal, organizational, and communication skills.
- Proficiency with Quickbooks Enterprise software (preferred).
- Proficiency with Solidworks PDM Vault software (preferred).
- Proficiency with Microsoft Office software.
- Experience with ERP/MRP system (preferred).
- Understanding of common materials & coatings used for component design.
- Understanding of common electrical components, wire gauges, etc. used in electrical system designs.
- Knowledge of common fabrication processes used to produce parts. For example: machined parts, sheet metal parts, 3D printed parts, etc.
- Strong sense of ambition, self-motivation, and self-discipline.
- Willingness to work beyond normal business hours when necessary.
- Willingness to travel to meet customers/suppliers in-person.
- Strong attention to detail in a highly nuanced and niche industry.
- Strong critical thinking and negotiating skills.
- Energetic, professional and positive demeanor, and ability to work independently and as part of a team.
- Experienced in low to medium volume in a collaborative, fast paced, team environment. Manage multiple projects at a time.

## **EDUCATION/EXPERIENCE:**

- BS preferred
- 10 years proven purchasing success in capital equipment industry preferred.

## **AVAILABLE BENEFITS:**

- Competitive salary
- Medical & Dental insurance
- 401k Retirement plan
- FSA Plan
- Life Insurance
- Paid Vacation/Personal Time

## **PHYSICAL DEMANDS:**

- Stand, walk, push, pull, reach overhead, bend to floor.
- Sit for extended periods of time.
- May occasionally need to lift up to 50lbs.
- Normal visual requirements for reading written instructions and computer screens.

- Normal hearing requirements for verbal communications.
- Normal exposure to manufacturing environment with occasional exposure to loud noise.

**ABOUT INTEC:**

Intec Automation specializes in clean-sheet design and build of custom automation equipment for a variety of industries. We are a growing, fast-paced company, with 20+ years of success. If you feel that you are a good candidate for this position, please email Kate Crossan [kate@intecautomation.com](mailto:kate@intecautomation.com) or Corey Marcotte ([corey@intecautomation.com](mailto:corey@intecautomation.com)) with a copy of your resume and a brief description of why you think you would be a good fit. Examples of relevant course work or relative experience would also be helpful to evaluate your qualifications for this position. For more information, please visit our website at [www.intecautomation.com](http://www.intecautomation.com)