



Purchasing Agent

Position Description

- Professional purchasing agent/buyer with the primary responsibility for acquiring equipment, supplies and/or services for ASTAC at the lowest price possible; ensuring ASTAC obtains needed material and supplies without wasting resources; providing procurement, shipping, and receiving services for ASTAC staff, timely notification of ASTAC contractual liabilities, inventory management, and peer support

Principle Accountabilities

- Verify accuracy of material requisitions prior to processing, including, but not limited to, proper GL coding, reconciliation with quotes, proper approval obtained (even for items within a requestor's spending limits), etc.
- Identifying best supplier for requested items, ensuring like-items are purchased at the lowest possible price and lowest possible shipping amount
- Verify receipt of items by comparing items received from suppliers to original documents (quote, purchase order, etc.) and coding invoice(s), giving invoices to accounts payable
- Ensuring delivery to final destination at lowest possible shipping cost for the timeline required
- Ensuring ASTAC only procures from suppliers that comply with EEOC regulations
- Timely closure of purchase orders upon completion to ensure cash forecasts are accurate
- Shipping and receiving services for all ASTAC staff
- Prepare documentation necessary for purchase of supplies, materials, equipment, services, and supply contracts
- Prepare bid documentation and specifications, and solicit bids from vendors
- Prepare and submit analysis of formal bids received to requesters for review, when necessary
- Ensure major equipment purchases are inspected for conformity to bid specifications
- Compare costs and evaluate quality and suitability for use of supplies, materials, equipment, and services with requester
- Keep informed and up to date on new products



- Advising internal customers of method to improve quality and quantity of materials ordered
- Monitor market conditions and prices
- Manage inventory, including the disposition of surplus or obsolete inventory
- Maintain the inventory system, including physical inventory counts and values as well as re-order points; physical inventory counts should be monitored closely to ensure quick turn around from time of inventory capture to count entry in order to reduce the number of reconciling items
- Maintain up to date inventory (quantity and pricing) lists
- Maintain procurement records, such as items or services purchased, costs, delivery, product quality or performance and inventories
- Utilization of online purchasing with free delivery where possible, and using a weekly supply run to obtain items that cannot be purchased online
- Notify contract owners of any contractual obligations
- Automates processes to improve efficiency and reduce errors; continuously looks at assigned tasks for opportunities to automate

Additional Responsibilities

- Sufficient equipment at your residence to ensure uninterrupted remote work at speeds close to speeds experienced while working in the office
- Recommend changes and improvements to policies and procedures to improve service and cost effectiveness
- Ensure readily available access to records for review as needed
- Provide training and support for ASTAC staff as needed
- Organization and maintenance of ASTAC storage, including upkeep of records retention log in accordance with relevant regulatory standards
- Timely submission of reimbursement requests for use of personal vehicle
- Other duties as assigned

Knowledge, Skills, and Abilities

- Strong organizational and communication skills (both written and verbal)
- Must be detail-oriented
- Ability to manage multiple projects/priorities simultaneously as well as daily activities
- Ability to maintain confidentiality of information
- Must be flexible to work overtime, flexible schedule, and/or weekends if necessary
- Ability to work with a diverse group of people, individually and/or collectively
- Ability to stand, sit, stoop, kneel, walk, climb ladders, climb stairs
- Ability to lift at least 50 pounds
- Ability to travel to service area sites as needed
- Ability to attend industry association meetings/training as needed



Measures of Performance

- Timely and accurate processing of purchase orders, including management of purchase order from material requisition to final receipt, invoice coding and closing of purchase order
- Maintenance of professional internal and external working relationships
- Monitoring of contract performance with vendors
- Ongoing proof of analysis (costing/pricing, market conditions) via management reports as requested
- Completion of annual physical inventory process (accurate, timely, zero audit exceptions)
- Maintenance of adequate supply levels, including everything from office supplies to major material capital/maintenance purchases
- Monitoring ASTAC contracts
- Compliance with federal and state reporting requirements
- Working knowledge of and compliance with internal controls
- Demonstrated working knowledge of Microsoft Excel, including advanced functionality such as pivot tables, vlookups, etc
- Keeps accurate records in compliance with FCC retention policies (both current and historical)
- Ensure all major processes are documented and up to date at all times
- Positive feedback from ASTAC staff on training and supporting related tasks
- Completion of SMART goals

Education and Experience Required

- Associate of Arts Degree in Business Administration or related field; or certificate in Purchasing Management or Contract Administration from a nationally recognized organization (NAPM, APICS, etc); or ten or more years of experience in purchasing and materials management, preferably performing duties comparable to those of a Buyer/Purchasing Agent, with significant work in supply and service contract administration
- Certified Purchasing Professional preferable
- Telecommunications experience preferable

Note: This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.



A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities.

To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.