

Gemini Bakery Equipment Co.

9990 Gantry Road, Philadelphia, PA 19115

Job Title:

- Purchasing Agent

This person will be responsible for the purchase of machinery, tools, parts, supplies, or services necessary for the operation of Gemini Bakery Equipment Company as well as the purchase of raw or semi-finished materials for manufacturing. The position is also responsible for the timely planning, scheduling of receipt and inventory control of the products and services as required.

Position Description:

- Full time Purchasing Agent position for a growing Bakery Equipment Manufacturer.
- Reports to the Material Operations Manager

Responsibilities:

- Purchase the highest quality merchandise at the lowest possible price and in correct amounts.
- Assist in the research and evaluation of suppliers based on price, quality, selection, service, support, availability, reliability, production and distribution capabilities, and the supplier's reputation and history.
- Administer contracts with suppliers, vendors, and other representatives. Assist in negotiations as needed.
- Maintain and review computerized records of items purchased, costs, deliveries, product performance, and inventories paying attention to min/max levels, safety stock, order quantities, etc.
- Evaluate and monitor contract performance to ensure compliance with contractual obligations and to determine need for changes.
- Update on existing base that pricing and delivery times for items in the system and ensure all Purchase order dates are up to date after back order follow up
- Examine documents, materials, or products and monitor work processes to assess completeness, accuracy, and conformance to standards and specifications.
- Check on outstanding items for current WIP to ensure correct items are on order and will arrive in accordance with job schedule
- Check on Return shipments in timely fashion

Qualifications:

- HS Diploma.
- **Five years** of purchasing or related experience. Experience should include preparing and tracking orders as well as monitoring inventory.
- Experience with a manufacturing company preferred.
- Strong computer skills including experience with a middle market purchasing system and MS Excel.