



## Purchasing Assistant Job Description

**Location:** Marceline, Missouri

**Job Summary:** As a Purchasing Agent Assistant, you will play a vital role in ensuring the timely and accurate procurement of materials and services required for our manufacturing operations. You will assist in managing inventory, logistics, accounts payable and supplier relationships, helping to ensure that all purchases align with our operational and safety standards.

### Key Responsibilities:

- Assist in purchasing goods and services, ensuring cost-effective and timely procurement.
- Create and track purchasing orders, monitor order statuses and schedule logistics and deliveries to meet production timelines.
- Oversee inventory levels, verify receipt of materials and ensure that all items are accounted for accurately.
- Address and resolve any disputes or issues with suppliers, maintaining strong and professional relationships.
- Assist in setting up payments for suppliers and ensure accurate processing of accounts payable invoices.
- Support ISO 9001:2015 processes, ensuring safety data is integrated and maintained throughout purchasing procedures.
- Ensure compliance with safety standards in all purchasing and inventory procedures.

**Qualifications:**

- Associate's degree or higher.
- Strong communication and listening skills to collaborate with internal teams and external suppliers.
- High attention to detail and a strong sense of responsibility.
- Excellent problem-solving and critical thinking abilities to resolve issues quickly and effectively.
- Good mathematical skills.
- Negotiation skills to secure favorable terms with suppliers.
- Familiarity with accounting processes and basic financial management.
- Proficient in Microsoft Outlook, Word and Excel to manage purchasing tasks and create reports.
- Ability to organize, prioritize and multi-task effectively in an ever-changing environment.
- Mechanically inclined and ingenuitive.

**Preferred Skills:**

- Previous purchasing experience is a plus, but not required.

**Benefits:**

- Competitive salary and benefits package.
- Opportunities for professional development and training.
- Positive work environment with a dedicated team.