



**Job Title:** Purchasing Agent  
**Reports to:** TBA  
**FLSA Status:** Full time/Regular/Non-Exempt

#### POSITION SUMMARY

This position supports the Supply Chain Inventory Analyst/ Buyer with implementation of the global Procurement strategy, including the supply plan, cost reduction plan, new product sourcing and introduction, global price benchmarking and quality improvement initiatives. The Buyer executes the procurement process for assigned commodities and services. Specifically, the main objective is to communicate with ATPGroup's supplier base to ensure timely delivery of top-quality materials and services in support of the Company's demand plan, at a competitive price, and with the highest levels of service.

#### ESSENTIAL FUNCTIONS

The following reflects management's definition of essential functions for this job but does not restrict the tasks that may be assigned. Management may assign or reassign duties and responsibilities to this job at any time due to reasonable accommodation or other reasons.

- Execute and manage the End-to-End Purchasing Process for Direct and Indirect materials with the deliverables of highest accuracy, process compliance and value add for ATPGroup.
- Resolve discrepancies between purchase orders and invoices and delivery dates and mitigate risk due to delays.
- Ensure that Internal Groupage opportunities are maximized for all LTL imports.
- Manage all relevant Purchasing Master data in the ERP software ensuring highest accuracy and integrity.
- Facilitate the SLOBS cross functional initiative and prepare all relevant reports.
- Maintain Inventory data integrity by executing all relevant inter-warehouse transfers, location transfers and any expiration date maintenance activities as identified by the SLOBS process.
- Carriers: Participate in the review process of carriers including the negotiation and review of rates and maintenance of all contracts. Manage all related RFQ processes with new carriers.
- Manage all Returns (RMA) and Non-conformance (NCA) claims with Suppliers and Carriers as they originate from Warehouse Operations ensuring that these are resolved quickly and expediently.
- Support all SKU rationalization Initiatives.
- Participate in all Supplier evaluations and Supply Chain Risk management initiatives.
- Identify and participate in all inventory cost reduction initiatives.
- Assist Warehouse Operations with all cycle and full inventory counts as per the Cycle and Full Inventory Count process.
- Assigned responsibility in the Inventory Turns KPI management process.
- Complete all assigned training on time and in full.
- Responsible for all Purchasing activities in the New Product Introduction (NPI) process.
- Develop and maintain internal cross functional relationships, provide relevant support, and ensure timely communication of all relevant information across divisions.
- Review, develop and maintain all SOP for the Purchasing function.
- Utilize problem solving tools to improve procedures and communications with internal/external customers and suppliers.
- Maintain strong, objective supplier relationships that promote a true win-win business partnership between ATPGroup and the supplier base.
- Participate in on/off-site supplier audits and evaluations when required. Make recommendations regarding supplier performance and retention.
- Communicate performance ratings and metrics to supply base as assigned.
- Participate in the analysis of products regarding suppliers, processes, and costs.
- Participate and assist where applicable in the supply base review with emphasis on supply risk.



To perform this job successfully, an individual must be able to perform each essential function from the list above satisfactorily.

**SUPERVISORY RESPONSIBILITIES:** This position has no direct reports.

**REQUIRED COMPETENCIES (Knowledge, Skills, Abilities)**

The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Relevant purchasing experience of the end -to-end purchasing process in an E
- Strong knowledge of common inventory management processes and procedures
- Ability to read and interpret technical drawings/product specifications where applicable.
- Must have strong written, verbal, and electronic communication skills.
- Ability to work with all groups within the organization and out in the field if required.
- Effective negotiating skills is required.
- People management skills including managing conflict.
- Excellent interpersonal skills and abilities
- Knowledge of computer systems such as inventory procurement
- Data analytical skills
- Experience with global trade (INCOTERMS) is preferred.
- Demonstrates commitment, excellence, high standards and ATPGroup's core values.
- Strong organizational skills; able to manage priorities and workflow.
- Ability to work independently and as part of a team.
- Ability to understand and follow written and verbal instructions.
- Excellent attention to detail and follow-through
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm.
- Strong time management skills
- Possesses a sense of urgency.
- Ability work in a high-pressure environment

**MINIMUM QUALIFICATIONS**

- Purchasing certification, purchasing experience, supply chain management or a related field.

**ESSENTIAL PHYSICAL REQUIREMENTS**

While performing the duties of this job, the employee is frequently required to talk and hear; frequent operation of computer and other office equipment, the ability to sit at a workstation for long periods of time, stand, walk, climb stairs, bend, lift, twist, pull, push, carry, grasp, reach and stoop as need, and to occasionally lift and carry items up to 25 pounds.

**WORKING CONDITIONS**

The noise level in the office environment is usually quiet to moderate. Work may occasionally require walking to the adjacent warehouse, where there can be more noise and exposure to forklifts and chemicals. Work will require weekend and/or evening work, especially during the harvest season.

If interested, please send resume and cover letter to:

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