

The Purchasing Agent will purchase machinery, equipment, tools, parts, supplies, and materials needed to support the operation of a railcar maintenance (repair, cleaning, and paint / coating) facility.

Responsibilities:

- Prepares purchase orders for machinery, equipment, tools, parts, supplies, and materials.
- Researches and evaluates suppliers based on price, quality, selection, service, support, availability, reliability, production, and distribution capabilities.
- Obtains purchased items by forwarding purchase orders to suppliers and monitors and or expedites orders as necessary.
- Monitors inventory and ensures parts and materials ordered are needed.
- Verifies receipt of items by comparing items received to items ordered and if necessary, resolves shipments in error with suppliers.
- Monitors delivery dates / schedules of items and materials ordered.
- Obtains supplier quotes that address location needs.
- Negotiates prices with suppliers, vendors, and other representatives.
- Maintains files and records of current and potential suppliers, materials, prices, delivery dates, inventories, and purchase orders.
- Authorizes payment for purchases by forwarding receiving documentation and other appropriate paperwork.

Requirements:

- **Inventory Control** - Ability to maintain cost and control of machinery, equipment, tools, parts, supplies, and material inventory.
- **Organizational Skills** - Ability to organize work efficiently and act independently to deliver results.
- **Time Management Skills** - Ability to manage time effectively by completing multiple projects on time within a fast-paced environment.
- **Detail Oriented** - Ability to verify accuracy and correctness of data / information and revise any errors.
- **Communication Skills** - Ability to communicate ideas / information in writing and through speech so that others will understand.
- **Computer Skills** - Proficient in MS Office (e.g., Word, Excel) applications with the ability to learn Eagle Railcar database systems.
- **Safety** - Ability to understand and follow all safety rules, wear PPE required for job, and focus on preventing safety incidents.
- Work within an industrial office environment.
- Sitting and standing for extended periods of time.
- Occasionally lift up to 35 lbs.



EAGLE RAILCAR SERVICES

Purchasing Agent

Qualities:

- Excellent organizational skills
- Ability to communicate effectively (oral & written).
- Dependable
- Teachable
- Mechanically Inclined
- Committed to Personal Excellence (Safety, Quality, Productivity)

Experience and Education:

- High School Diploma or GED
- 1 - 3 years' experience with purchasing material, inventory management or similar field.
- Experience with purchasing materials for a railcar maintenance facility or heavy industrial environment preferred but not required.