



F.W. WEBB COMPANY

## Job Posting

Position Title: Purchaser

Location: Newburgh, NY

Reports To: Operations Manager

Pay Range: \$65,000 - \$75,000 annually

### Responsibilities:

- Verifies purchase requisitions by comparing items requested to master list; clarifying unclear items
- Forwards available inventory items by verifying stock; scheduling delivery.
- Prepares purchase orders by verifying specifications and price
- Obtains purchased items by forwarding orders to suppliers; monitoring and expediting orders.
- Verifies receipt of items by comparing items received to items ordered; resolves shipments in error with suppliers.
- Authorizes payment for purchases by forwarding receiving documentation.
- Keeps information accessible by sorting and filing documents.
- Provides purchasing planning and control information by collecting, analyzing, and summarizing data and trends.
- Adjust minimum and maximum stocking levels based on demands
- Maintain inventory levels
- Maintain accurate costs on all purchased items.

### Qualifications:

- Previous purchasing experience preferred
- Problem solving and reconciliation skills necessary
- Good interpersonal and communication skills
- Ability to multi-task, must be strong with details and possess strong organizational skills.
- Work proficiently with minimal supervision and be able to provide feedback on systems/processes.
- Knowledge of MS Office software (Excel, Word)
- PC /Data Entry skills required.

*We are unable to sponsor employment visas now or in the future, and applicants must be authorized to work in the United States.*