Electrical Purchasing Agent Job Description

Morrow-Meadows Corporation is accepting applications for a full-time Electrical Purchasing Agent who will be responsible for purchasing, expediting and monitoring the status of commodity construction materials and supplies for assigned projects.

***Responsibilities:***

* Review commodity Bills of Material with Purchasing Manager or Project Manager to determine buy-out items vs. field order material
* Obtain quotes for buy-out items and evaluate based on price, delivery, terms and vendor past performance – review with supervision and select successful vendor
* Negotiate terms and conditions and issue purchase orders – issue change orders as required in accordance with revised BOM’s
* Receive field orders and purchase or release material from pre-negotiated blanket purchase orders – expedite and ensure timely delivery and back order follow-up to maintain optimum field production
* Track and maintain log of released material, quantities and price against BOM and budget
* Handle return material to ensure proper and timely credit to the project
* Review and approve invoices – interface with vendor and A/P to resolve invoice problems
* Perform additional duties as directed by Purchasing Manager or General Manager
* Other duties assigned based on the needs within the business unit

***Requirements:***

* High school diploma or equivalent
* 1 year in purchasing or related field in the electrical contracting industry
* Basic understanding of purchasing techniques, procedures and policies required
* Working knowledge of electrical construction material preferred
* Proficient in Microsoft Office Suite (Outlook, Word, Excel, etc.)
* Ability to prioritize and manage multiple tasks, changing priorities as necessary
* Ability to work under time pressure and adapt to changing requirements with a positive attitude
* Effective oral and written communication skills
* Ability to be self-motivated, proactive and an effective team player
* Ability to interact effectively and professionally with all levels of employees, both management and staff alike, vendors, clients and others

***Benefits:***

* Competitive compensation packages
* A Company Bonus Program that pays out to eligible employees based on company profitability, performance and longevity
* Medical and Dental Benefits
* Basic Life Insurance
* Long Term Disability Insurance
* Flexible Spending Account
* Wellness Program
* 401-K Plan that matches up to $5,000 per employee annually
* 9 paid holidays
* Your birthday as a paid holiday
* 2-4 weeks paid vacation/personal time off depending on years of employment

***Office/Locations: Contact information:***

105 Bing Street Mitch Hughes – General Manager

San Carlos, CA 94070 650-634-0682

650-634-0682 [mhughes@morrow-meadows.com](mailto:mhughes@morrow-meadows.com)

1255 Zephyr Avenue Maggie Lammey – Employment Opportunity Coordinator

Hayward, CA 94511 909-839-8042

510-876-0815 [mlammey@morrow-meadows.com](mailto:mlammey@morrow-meadows.com)