



Job Title: Purchasing Agent

Reports to: Supply Chain Manager

Department: Supply Chain

Salary Range: DOE

A career at Skagit Horticulture is challenging, rewarding, and satisfying. We accomplish our goals when each individual performs to their full potential while contributing as a valuable team player with others in the organization.

Summary of Duties and Responsibilities: The Purchasing Agent position's primary job is to work directly with vendors, issuing Purchase Orders to fulfill production needs and schedules as calculated by the ERP system. The Supply Chain Group (planners and purchasers) primary duties are to ensure the sales plan is carried out on time. Purchasers may be asked to aid in planning, maintenance of Work Orders, or maintenance of products in the ERP system also.

Primary Duties:

- Accurately create and maintain purchase orders all required raw materials in ERP system
- Submit/Send orders to vendors (either online ordering platforms or emailing PO's)
- Report discrepancies to Planning Leads and coordinate changes as needed
- Purchase non-inventory managed raw material purchases as assigned
- Monitor inbound report to ensure all raw materials arrive the week they are expected and provide updates in system and within group if they will not

Skills Required

- 40 hours/week minimum on site, more as needed during peak season
- Process and detail orientated
- Strong math skills
- Purchasing experience preferred
- Strong communication skills (bilingual Spanish / English a plus)

