



At Sunbelt Marketing, we're always looking to expand our team with talented professionals who are ready to take their careers to the next level. As one of the largest and most successful privately held distributors of plumbing, piping and HVAC-R products in the United States, we are seeking an entry-level **Purchasing Agent** to fill an immediate need within our company.

As a Purchasing Agent, you will:

- Analyze past sales data regarding product sales volume and creates purchase orders based on sales volume, forecast, and inventory
- Research pricing and budget discrepancies
- Follow up and research open back orders with suppliers
- Supply lead times to customer service and sales to serve our customers
- Create and update purchasing controls with our trade partners to ensure consideration is made regarding lead times and supplier requirements
- Researches new suppliers for alternative to out of stock products and customer requests
- Assist Purchasing Manager with updating pricing, content and packaging customs as needed
- Work independently while having strong teamwork skills
- Maintain successful relationships with suppliers to maintain quality of goods, timely delivery, and compliance to terms of partnership
- Perform all other duties as required

A Bachelor's Degree is preferred, but prior experience in purchasing and procurement will be considered. A successful Purchasing Agent will possess the following:

- Proficiency in MS Excel and experience with Infor SX.e a plus
- Ability to manage multiple projects simultaneously
- High level of attention to detail and strong organizational skills
- Strong analytical skills with a thirst for being a life-long learner)
- Decisiveness and problem-solving abilities to select alternative courses of action within budget limitations
- Capability to work both independently and within a team environment
- Strong interpersonal skills and overall desire to provide exceptional customer service with a variety of people both inside and outside the organization

Sunbelt Marketing does not discriminate against any applicant for employment, or any employee because of age, color, sex, disability, national origin, race, religion, or veteran status.