

# PURCHASING AGENT

## ABOUT THIS JOB

Purchasing Agents buy mining machinery, equipment, tools, parts, supplies or services necessary for the operation of the mine. A Purchasing Agent is organized, good at planning and able to manage multiple tasks simultaneously.

## PURCHASING AGENTS PERFORM THE FOLLOWING TASKS:

- Prepare purchase orders, solicit bid proposals and review requisitions for goods and services
- Interview vendors and visit suppliers' plants and distribution centers to learn about products, services and prices
- Research and evaluate suppliers based on price, quality, selection, service and service reputation, support, availability, reliability and production and distribution capabilities
- Confer with staff, users and vendors to discuss defective or unacceptable goods or services and determine corrective action
- Evaluate and monitor contract performance to ensure compliance with contractual obligations and to determine need for changes
- Maintain and review computerized or manual records of items purchased, costs, deliveries, product performance and inventories
- Arrange the payment of duty and freight charges
- Analyze price proposals, financial reports and other data and information to determine reasonable prices

## PREPARATION AND TRAINING FOR THIS POSITION

A high school diploma or GED, and a bachelor's degree from a college or university is required, however, on-the-job experience may substitute for a degree.



### EDUCATION:

- \* **HIGH SCHOOL DIPLOMA OR GED**
- \* **BACHELOR'S DEGREE PREFERRED**

