



## **NORTECH WASTE IS CURRENTLY SEEKING A PURCHASING AGENT**

### **Job Summary**

The Purchasing Agent reports directly to the Maintenance Manager and is responsible for preparing and completing purchase requisitions, maintaining inventory lists, verifying receipts and ensuring delivery of materials to the appropriate department. Responsible for working closely with the Maintenance Supervisor in order to purchase items for the maintenance department.

### **Essential Duties and Responsibilities**

- Receives and verifies material order requests for accuracy; if missing items, such as part numbers, reject request if not complete
- Responsible for determining which area of the Maintenance department requested items should be delivered to
- Responsible for contacting vendors, reviewing pricing and/or quotes on items
- Once material order request is approved, responsible for issuing corrective maintenance purchase orders using the Sage accounting software
- Material order requests for additional items such as parts/stock/inventory or rebuilds, responsible for ensuring requestor obtains a purchase order prior to being approved
- Responsible for scheduling and monitoring the delivery of items
- Verifies receipt of items by comparing items received to items ordered; resolves shipments errors with suppliers
- Responsible for inventory control of received items by manually writing the approved work order number or I/VN on the part once received and placing in appropriate inventory slot on the new maintenance shelf
- Responsible for notifying Finance of received items; obtaining and reviewing packing slips
- Maintains records by utilizing the purchase order (PO) binder
- Prepares financial documentation, outside packing slips, and works with Accounting department for reconciliation on a monthly basis
- Must be able to fulfill essential job functions in a consistent state of alertness and safe manner
- Must maintain a current California Driver's License
- Performs other work-related duties as assigned

### **Education and Experience**

- High school diploma or GED and equivalent of 3 to 5 years related experience and/or training, or equivalent combination of education and experience

**Commented [ST1]:** This needs to be and NOT "or" I want them to have an high school education and experience.

### **Job Knowledge, Skills and Abilities**

- Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- Organizational skills
- Ability to pay close attention to details
- Strong communication skills, be able to work with others
- Negotiation skills
- Excellent computers skills, must be proficient with Word and Excel (spreadsheets)
- Knowledge of Preventive Maintenance software (PMC) and accounting software (SAGE)
- Good math skills

### **About Nortech Waste LLC:**

Nortech Waste's Material Recover Facility (MRF) receives and sorts municipal and commercial waste to recover recyclable materials that include wood, green waste, metals, plastic, glass, newspaper, cardboard, and even carpet.

Currently, our MRF (pronounced 'Murf') rescues and recycles approximately 50% of materials headed for landfill, helping Western Placer County meet the state's ambitious recycling goals.

Please send resumes via email to [nancy@nortechwaste.com](mailto:nancy@nortechwaste.com) or via mail to:

**Nortech Waste**  
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