

Purchasing Agent

We have an exciting opportunity for a **Purchasing Agent** to join our team!

You will be an integral part of coordinating ordering of product to fill customer orders and maintain stock levels to ensure we provide excellent service to our customers!

Job Responsibilities

- Coordinate with suppliers regarding stock, delivery, quality, special promotions, and other opportunities
- Place purchase orders with vendors; expedite delivery as required, reconcile invoices with receipts from vendors, process acknowledgments, change orders and direct ship purchase orders and invoices
- Maintain complete vendor profile information including detailed product specifications, technical drawings, pricing, stated lead times, discount structures, and orders

Requirements

- Strong attention to detail, organization, and ability to multi-task
- Strong Excel Skills and written and oral communication skills
- Two to three years related experience preferred. Bachelor's degree in related area of study is a plus.

About John Henry Foster

John Henry Foster Company is a Full-Line fluid power distributor and service provider and is the Midwest leader in fluid power sales. We have been serving our customers for over 75 years! To learn more about us, please visit www.jhf.com.

Benefits

We offer a competitive salary with excellent benefits which include: medical, dental, vision, life, 401(k) with company contribution, Employee Stock Ownership Plan, tuition reimbursement, paid time off, paid holidays, and much more!

To Apply

If you meet the requirements, please send us a current resume along with salary expectations to careers@jhf.com

JHF Co. is drug free and is committed to employing a diverse workforce. EOE/F/M/D/V