



Position Title: Purchasing Agent

Department: Finance

Location: Anchorage

FLSA: Exempt

Reports To: CFO

Approved By: CEO

Revision Date: 08/27/2012

Effective Date: 01/01/2013

Position Description

- Professional purchasing agent/buyer with the primary responsibility for acquiring equipment, supplies and/or services for ASTAC at the lowest price possible; ensuring ASTAC obtains everything it needs without wasting its resources; providing procurement, shipping and receiving services for ASTAC staff, timely notification of ASTAC contractual liabilities

Principle Accountabilities

- Verify accuracy prior to processing requisitions
- Verify receipt of items by comparing items received from suppliers to original documents
- Ensuring delivery to final destination
- Closure of purchase orders upon completion
- Prepare documentation necessary for purchase of supplies, materials, equipment, services and service and supply contracts
- Prepare bid documentation and specifications, and solicit bids from vendors
- Prepare and submit analysis of formal bids received to requesters for review
- Ensure major equipment purchases are inspected for conformity to bid specifications
- Compare costs and evaluate quality and suitability for use of supplies, materials, equipment and services with requester
- Keep informed and up to date on new products
- Advising internal customers of method to improve quality and quantity of materials ordered
- Monitor market conditions and prices
- Manage disposition of surplus or obsolete inventory
- Maintain the inventory system, including physical inventory counts and values as well as re-order points
- Maintain up to date inventory (quantity and pricing) lists
- Maintain procurement records, such as items or services purchased, costs, delivery, product quality or performance and inventories
- Notify contract owners of any contractual obligations

Additional Responsibilities

- Recommend changes and improvements to policies and procedures to improve service and cost effectiveness
- Ensure readily available access to records for review as needed



- Provide training and support for ASTAC staff as needed
- Organization and maintenance of ASTAC storage, including upkeep of records retention log in accordance with relevant regulatory standards
- Other duties as assigned

Knowledge, Skills, and Abilities

- Strong organizational and communication skills (both written and verbal)
- Must be detail-oriented
- Ability to manage multiple projects/priorities at the same time as well as daily activities
- Must be flexible to work overtime, flexible schedule, and/or weekends if necessary
- Ability to work with a diverse group of people, individually and/or collectively
- Ability to stand, sit, stoop, kneel, walk, climb ladders, climb stairs
- Ability to lift at least 50 pounds
- Ability to travel to service area sites as needed
- Ability to attend industry association meetings/training as needed

Measures of Performance

- Ongoing proof of analysis (costing/pricing, market conditions) via management reports as requested
- Maintenance of adequate inventory levels
- Maintenance of good internal and external working relationships
- Monitoring of contract performance with vendors
- Monitoring of ASTAC contracts
- Completion of annual physical inventory process (accurate, timely, zero audit exceptions)
- Compliance with federal and state reporting requirements
- Working knowledge of and compliance with internal controls
- Demonstrated working knowledge of Microsoft Excel, including advanced functionality such as pivot tables, vlookups, etc
- Keeps accurate records in compliance with FCC retention policies (both current and historical)
- Completion of SMART goals
- Ensure all major processes are documented and that the documentation is up to date at all times
- Positive feedback from ASTAC staff on training and supporting related tasks

Education and Experience Required

- Either:
 - Associate of Arts Degree in Business Administration or related field; or
 - Certificate in Purchasing Management or Contract Administration from a nationally recognized organization (NAPM, APICS, etc); or
 - Ten or more years of experience in purchasing and materials management, preferably performing duties comparable to those of a Buyer/Purchasing Agent, with significant work in the area of supply and service contract administration
- Certified Purchasing Professional preferable
- Telecommunications experience preferable



Acknowledgement

Employee

Supervisor

Note: This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities.

To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.