

The **URBAN** Group, Ltd.

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POSITION DESCRIPTION

Position Title: **PURCHASING AGENT**

Reports to: President of Construction

Primary Location(s): Queens Office

Position Overview

Ensure procurement of materials at competitive and preferential pricing; Verify that materials and quantities are accurate; Negotiate beneficial terms of payments to supplies; Negotiate discounts on specific transactions as well as on annual volume targets with suppliers; Coordinate timely ordering and deliveries with field foreman/foremen; Report any discrepancies on shipments to suppliers; Inform office on expected deliveries so as to keep track on shipping records; Obtain MSDS, MTR, LEED and other certifications from suppliers; Arrange for demonstrations on use and application or installation of various products/ materials; Maintain accuracy of purchase order records. Must work very closely with the Accounting Department.

Experienced Required:

High School Diploma, Industry related college degree desirable with a minimum 1 to 2 years of purchasing power experience; hard bid estimating and negotiated bid experience; must be familiar with the New York Metro Area supplier market in the General Construction industry; Knowledge of Construction Material from CSI Division 1 through 16.

Qualified applicants to submit their resume with detailed project experience and salary history to HR@theurbangroupltd.com. Please be sure to copy the position title into the subject line.