

Internal Job Posting Effective May 22, 2024

Job Title:	Purchasing Agent	Job Department:	Supply Chain
Location:	Sheboygan, Wisconsin	Travel Required:	5%
Reports To:	Director of Procurement.	Position Type:	FTE

About Us

Sheboygan Paint is a Privately Owned, General Industrial Paint Manufacturer, with national paint distribution capabilities and a diverse compliant product portfolio. Established in 1921, Sheboygan Paint Company is ranked 20th of US Paint Companies and excels at manufacturing innovative coating solutions. We are implicitly trusted and rewarded for adding premium value to each targeted customer’s industrial coatings process and aim to be the most recognized family-owned industrial paint company in America.

Job Purpose

A Purchasing Agent is responsible for supporting business operations by ordering products or materials that agree with their employer’s brand. Their duties include maintaining relationships with Suppliers, Vendors or Wholesalers, placing orders for products based on current inventory needs and tracking shipments.

Responsibilities

- Utilize material resource planning software to buy all raw materials required for daily operations.
- Manage purchase orders, oversee shipping schedules, and maintain purchase records.
- Using quarterly and annual data to determine purchasing needs and performing inventory management.
- Interacting with suppliers to schedule delivery time and resolve shipping errors.
- Maintain cordial working relationship with vendors and supervising vendor activities.
- Proficient in analytics reporting and data analysis.
- Working with Procurement Manager to run the purchasing department.
- Perform vendor research and selection to enhance profitability, reduce operating costs and boost efficiency.
- Monitoring vendor performance.
- Identify beneficial purchase agreements.



Corporate Office: 1439 N. 25th Street, P.O. Box 417, Sheboygan, WI 53082-0417
608 Canal Street, P.O. Box 24, Cedartown, GA 30125

920.458.2157 (O) 920.458.5620 (F)
770.748.8426 (O) 770.749.1071 (F)
800.773.7801 **shebpaint.com**

Preferred Qualifications

- Must have high school diploma (associate degree or B.S. in Logistics, Purchase and Supply preferred).
- 2-3 years of experience in industrial and manufacturing organizations.
- In-depth knowledge of purchasing functions, inventory, and supply management systems.
- Excellent communication, negotiation, and interpersonal skills.
- Ability to work with minimal supervision.
- Strong organizational skills, a good understanding of sourcing and the ability to maintain vendor relationships.
- Ability to use purchasing software.

Primary Work Location

- Sheboygan, WI

Contact: Esmeralda Garibay, Human Resources Manager, egaribay@shebpaint.com