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**Job Title:** Purchasing Agent

**Department:** Administration

**Employment classification:** Full-time position, non-exempt

**Schedule:** M-F, between 8:00am-5:00pm, flexible scheduling available after 90-days

**Location:** Roaring Fork Valley

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**Job Summary:**

This employee will oversee the ordering of materials for all departments and store locations. This includes vendor management, inventory oversight, purchasing, returns, and warranty management. This role will make strategic ordering decisions to balance timeframe, availability, freight prices, inventory turn and company cash flow. Enrich customers' lives by providing a quality customer-driven experience with each visit.

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**General Qualifications:**

1. Valid Colorado Driver's License and clean driving record to enable commercial insurance coverage
2. Strong communication and vendor management skills
3. Problem-solving and basic math abilities
4. 2 years of experience in a purchasing role or administrative position
5. Ability to negotiate with vendors
6. Strong computer and inventory management and Microsoft software skills

**Physical Requirements:**

1. Must be able to lift 50+ pounds occasionally
  2. Must be able to bend and stoop to access certain areas
  3. Must be able to climb ladders/stepstools/stairs
  4. Must be able to pass and obtain Forklift Certification (to be provided by Colorado Pool + Spa Scapes)
  5. Job duties may include standing/sitting for 8 hours a day
  6. Must be able to use equipment and power tools properly and safely if needed
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**Vendor Management:**

1. Evaluating suppliers by considering price, quality, availability and other criteria
2. Interviewing vendors and visiting suppliers' facilities to learn about products, services and pricing
3. Negotiating contracts with vendors, suppliers and freight to obtain the best deals on behalf of the company
4. Attend industry trade shows to learn about and stay current on trends and to meet suppliers
5. Selecting the most suitable suppliers in terms of reliability, product quality, and cost-efficiency
6. Maintain updated contact information, processes, and other critical vendor information in Evosus
7. Maintain communication and strong business relationships with vendor order and warranty reps

**Inventory Oversight:**

1. Monitoring inventory levels and determining purchase needs using accurate reorder alerts
2. Maintain minimum inventory reports, communicate purchasing needs and place orders to ensure on-time delivery
3. Work with stores, warehouse and other inventory locations to provide a periodic counting of physical inventory as needed for operational efficiency
4. Advise warehouse and store locations on safe handling, storing and shipping of all inventory

**Purchasing:**

1. Generate accurate purchase orders to include proper service order/construction job, freight/material pricing and any special instructions needed
2. Verify purchases by comparing them to a master list and recommending alternatives for expensive or irrelevant products
3. Authorize payments and maintain receipts, records and inventories
4. Interact with suppliers to schedule delivery times and resolve shipping errors
5. Accurately place custom orders for construction, sales, and repair departments to include coordinating i.e. custom cover templates
6. Enter vendor and retail or online invoices properly and according to the procedure
7. Utilize and maintain Open Items Report to ensure all invoice entries are up to date and entered in correct timeframe
8. Fleet purchasing needs – autos/trucks/vans, toppers, signage, accessories
9. Procure uniforms, marketing products, office supplies, snacks, PPE, job supplies and job equipment

**Returns & Warranty Management:**

1. Process returns for miss ordered or not needed parts through vendors
2. Oversee the shipping process for returns to make sure parts are returned on time and safely



3. Track and oversee the return and warranty process to ensure that the company is credited properly and return is granted
4. Process and enter departmental warranty issues, ship necessary parts to the vendor, and oversee the process until credit is granted

**Shipping & Receiving Support (as needed):**

- a. Support Warehouse Clerk as needed in receiving materials into inventory and communicate any discrepancies with the vendor

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**Follow all policies and procedures of Colorado Poolsapes, Inc.**

- located in the employee handbook and fleet manual

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**Supervision received:**

- o Supervised by CFO

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**Team Collaboration:**

- o CFO – daily
  - o Vendors - daily
  - o Departmental Managers and warehouse – as needed
  - o Customer - as requested by the customer or manager
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