



Purchasing Agent

WORKING HOURS: 7:00 AM – 4:00 PM, 1 hour lunch

Job Summary/Objective of Job

Valley Truck Parts, Inc. is an industry leader in Heavy-Duty Truck Parts and remanufacturing, with over 60-years of outstanding customer service and quality products. As we continue to grow, we are looking for quality members to join our team. Valley provides a welcoming work environment to foster growth, undertake new challenges, and build careers

The responsibility of this position is to manage and control inventory levels. Has a responsibility of maintaining vendor relationships.

Summary of Essential Job Functions

- Vendor relationship management
- Pricing negotiations
- Managing inventory levels
- Evaluating return opportunities
- Communicates the status of supplier scorecard to supply base and assures corrective and preventive action from underperforming suppliers
- Plans and manages materials to meet customer delivery requirements and best utilize the company's resources
- Performs other related duties as required

Qualifications:

- High School Diploma/ GED
- Experience in the Industry
- Preferred Mechanical background

Performance Metrics

- Task Completion
- Productivity / Efficiency
- Quality of work
- Teamwork
- Dependability



Physical Demands (Note: if only applicable to specific demands within the scope, still check the box and circle the relevant demand(s))

- Lifting, carrying, pushing, pulling up to 50 lbs
- Frequently walking and/or kneeling
- Speaking/hearing
- Reaching/handling/climbing

Travel

None

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Valley Truck Parts is an Equal Opportunity Employer and provides equal employment and advancement opportunities to all employees and applicants. Valley Truck Parts prohibits discrimination in employment opportunities or employment practices on the basis of race, color, religion, sex/gender (including pregnancy), national origin, age, disability, protected veteran status, protected genetic information, or any other characteristic protected by applicable local, state, or federal law.

Interested candidates should submit an application/resume via walk-in or email to careers@valleytruckparts.com!