



Job Title:	Purchasing Agent w/ Inventory Management Experience	Position Type:	Full-Time
Department:	Purchasing	Benefits:	Yes
Location:	Corporate Office	Reports To:	Purchasing Manager

Applications Accepted By:

Fax: 270-789-1323
Email: info@wholesalehardwoodint.com
Online: wholesalehardwoodint.com/career-opportunities/

Mail:
 Wholesale Hardwood Interiors, Inc.
 1030 Campbellsville Bypass
 Campbellsville, KY 42718

Job Description:

Job Summary:

We are looking for a dedicated purchasing agent to join our team. The purchasing agent reports to the purchasing manager and is responsible for confirming purchase details, creating purchase orders, verifying delivered items and communicating arrival times with sales team.

Job Responsibilities:

- Stock Ordering & Special Ordering by communicating with department heads.
- Receiving (Review, Audit, and Verify all invoice details before payment is issued).
- Returns (Liaison between department heads and vendors).
- Attentive to vendor order minimums; recordkeeping and reporting.
- Work closely with the billing department to verify accurate costs and sell prices.
- Meet weekly cut-off times for orders.
- Other duties as assigned by supervisor.

Skills /Qualifications:

- Candidate needs to be self-motivated and capable of working with little supervision.
- Attention to detail and excellent organizational skills.
- Candidate must be results-oriented and an experienced professional who provides follow-up with the sales team and customers. Familiarity with products and vendors will occur as training progresses.

*Wholesale Hardwood Interiors, Inc. specializes in your home's interior needs. This includes every type of **Moulding**, from floor to ceiling, **Specialty Millwork**, of all shapes and sizes, **Doors**, molded or solid wood, and a wide variety of **Stair Parts**. It is WHI's goal, to stock as many high-demand items as possible to serve customers with the shortest amount of turnaround time. WHI's growth over the last 35 years is contributed to the three qualities that we feel makeup WHI's golden rule, quality, service, and integrity. From the start, it has been the intent to treat others the way we would want to be treated. In the millwork industry, we feel that is encompassed in quality products, exceptional service, and integrity you can count on.*

For Questions Contact Us By:

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