



We are growing! UPN is currently looking for a **Purchasing Agent** located in **Kansas City, Missouri**. This candidate is responsible for obtaining optimal pricing, delivery and quality of fiber and electronic parts and maintaining inventory levels to meet company requirements. Responsibilities include vendor relations and negotiations, analyzing purchasing and inventory data, placing purchase orders and ensuring on-time deliveries.

Specific responsibilities include:

- Prepare purchase orders and review requisitions for equipment.
- Negotiate with vendors for the purchase of materials, supplies, equipment, and service in a cost-effective and efficient manner.
- Establish and manage inventory levels and determine purchasing requirements.
- Standardize products across all markets.
- Analyze price proposals, financial reports, and other data and information to determine reasonable prices.
- Purchase the highest quality parts at the lowest possible price and at pre-established pars.
- Monitor shipments to ensure the products come in on time and in good condition. In the event of problems, trace shipments and follow up on undelivered goods.
- Confer with vendors to discuss defective or unacceptable products and determine corrective action.
- Maintain complete and current purchasing records, data, and pricing in the system.
- Maintain contact with vendors to keep informed of market trends, availability of supplies, new items and reliability of suppliers.
- Evaluate part usage and determine optimal resolution of slow moving/obsolete items.
- Prepare and submit detailed reports (forecasts, usage, etc.)
- Other duties may be assigned.

Requirement for the position include:

- Minimum 5 years' experience as a Purchasing Agent or relevant role
- Bachelor's degree in business administration or relevant field
- Demonstrable experience in negotiating prices and terms and conditions
- Knowledge of purchasing best practices
- Working knowledge of MS Office and purchasing software
- Excellent communication and interpersonal skills
- Outstanding prioritization and analytical skills; detail oriented

Salary is commensurate upon education and experience. Qualified candidates interested in this opportunity should submit their cover letter and resume.

UPN is an Equal Employment Opportunity/Affirmative Action Employer: M/F/D/V

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