



POSITION DESCRIPTION: Purchasing and Logistics Agent

REPORTS TO: Senior Manager of Purchasing & Logistics

JOB LOCATION: Bossier City, Louisiana

EDUCATION (or) RELEVANT EXPERIENCE:

- Bachelor's degree in related field, or 5-years relevant experience in Purchasing & Logistics Management

AREAS OF RESPONSIBILITY:

General Responsibilities:

- Purchases goods and services in accordance with the Gordon, Inc. policies and procedures
- Acts as the company's representative in negotiations with suppliers
- Evaluates bids, ensuring compliance with departmental and company policies and procedures
- Evaluates vendors based on price, reliability, capability, and previous transaction history
- Works with vendors to negotiate volume and transaction discounts, and all other available or potential discounts

Vendor and Materials Management:

- Assesses current vendor material availability; reasonably predicts future stocking needs based on the market, delivery systems, and other variables
- Coordinates inventory levels with internal Sales and Project managers
- Coordinates with the Gordon, Inc. Financial Management and Operations Management the recommended removal or disposal of surplus materials
- Manages inventory levels of warehouse materials for peak efficiency and economy
- Ensures that internal and external customer plant and office supply needs are met

Logistics:

- Is proficient in standard logistics terminology and software
- Assesses and recommends ideal shipping methods, routings or carriers to meet all required and necessary parameters, specifications and costs
- Ensure materials are delivered to the designated delivery sites in a timely manner, as per clients' criteria and directions
- Negotiates freight rates and other services related to logistics with carriers
- Assists with resolutions and/or grievances related to freight claims with vendors, contractors, and suppliers
- Manages and negotiates freight claims
- Oversees any other financial transactions related to logistics
- Schedules and tracks inbound and outgoing shipments, when required
- Maintains and/or implements, as required, purchasing and logistics recordkeeping systems

Administrative:

- Prepares and processes purchase orders and requisitions for materials, supplies and equipment
- Drafts and/or reviews vendor supply and service specifications
- Conducts audits to ensure that purchasing documents are complete and accurate and include the appropriate terms and conditions
- Intakes, records and processes purchase requisitions, and completes the purchase data package
- Distributes purchasing information to involved parties including vendors, internal sales representatives and project managers
- Maintains pricing histories and other related vendor information and records
- Prepares reports of current and anticipated market conditions related to the costs of materials and supplies
- Drafts, clarifies and implements instructions, policies, and procedures related to purchasing and contract management
- Performs other related and/or required duties, as assigned

REQUIRED SKILLS & CAPABILITIES:

- Excellent verbal and written communication skills
- Strong analytical and problem solving skills
- Excellent interpersonal skills
- Customer service skills that display empathy for both internal and external customers
- Proven successful skill in negotiating
- Excellent organizational skills with emphasis and attention to detail
- Thorough understanding of purchasing procedures and policies
- Ability to delineate to others the policies and procedures used in the management practices of purchasing and logistics
- Ability to work independently and handle multiple projects
- Proficient with Microsoft Office Suite or related software

PHYSICAL REQUIREMENTS:

- Capable of accessing all areas of the facility
- May require travel from time-to-time

COMPANY BENEFITS:

As an employee of Gordon, Inc., you will participate in the Gordon, Inc. Employee Stock Ownership Plan (ESOP). This Plan allows Gordon Inc. employees to share in the value and growth of the company and accumulate ownership in the stock of the company, at no cost to you.

Gordon, Inc. also offers Health, Dental, Voluntary Term Life, Short-term and Long-term Disability Insurance, a comprehensive 401(k) Retirement Plan and Paid Time Off (PTO).

Gordon is an equal opportunity employer.

ABOUT GORDON, INC.:

Gordon, Inc. was founded in Shreveport, Louisiana, 1964. Since then, the company has grown to 100+ employees, with a state-of-the-art manufacturing facility utilizing over 226,000 square feet, and globally supported by over 70 independent manufacturing representatives. Gordon specializes in sustainable architectural metal products for interior and exterior applications. Product applications include specialty metal ceilings and wall systems, drywall and plaster trims, column enclosures, and many other architectural specialty products. Systems are designed for commercial, acoustical, educational, cleanroom, data center, healthcare, correctional, industrial, and institutional environments. Gordon, Inc. is an award-winning manufacturer and is widely known throughout the industry as the leader in custom architectural specialties.

For more information, please visit our website at: www.gordon-inc.com

By signing below I acknowledge and understand the requirements of the position as listed above.

Signature

Date

Print Name