

MECHANICAL PURCHASING AGENT

Summary/Objective

The Mechanical Purchasing Agent is a critical asset in Moore Control System's Supply Chain Department. This position contributes directly to project success using industry and profession best practices. The mechanical purchasing agent will communicate with internal stakeholders and suppliers to negotiate the best path forward for terms, pricing, and delivery schedules using knowledge of project budget and schedule requirements.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Use knowledge of project planning, material workflow, and engineering processes to make procurement decisions in the best interests of the project.
- Process material requisitions, expediting through completion.
- Negotiate vendor terms, pricing and delivery based on budget, specifications, and schedule requirements.
- Initiate and administer purchase orders according the MCSI procurement procedure.
- Coordinate logistics and freight as required.
- Work in alliance with warehousing according to material control procedures.
- Adhere to supply chain and company policies, processes, and procedures while using procurement best practices.

Required Education and Experience

- High school diploma or equivalent.
- 2 years of mechanical purchasing related experience or demonstrated knowledge, skills, and abilities to perform the above-mentioned tasks.
- Strong computer skills with experience using Microsoft Office software.
- Prior product familiarization/knowledge

Preferred Education and Experience

- Bachelor's degree in Supply Chain Management.
- 4 years' experience as a mechanical purchasing agent in the oil and gas industry.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee occasionally is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. This is a largely sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary.

**Position Type and Expected Hours of Work**

This is a full-time position. Typical days and hours of work are Monday through Friday 8:00 a.m. to 5:00 p.m. Some flexibility in hours is allowed, but the employee is expected to work a minimum of 40 hours each week.

Travel

Minimal travel is expected for this position.

Location

This position is on-site in the Katy, TX location.

Work Authorization/Security Clearance

Must be eligible to work in the United States.