

# Employment Opportunity

## Purchasing Agent

USNR, a worldwide leader in the design and manufacture of forest products machinery, is seeking a Purchasing Agent to join our team in Woodland, WA.

### Job duties include:

- Procure goods and services required by our west coast manufacturing locations.
- Manage local supplier relationships, stocking programs, and purchasing transactions within corporate trade agreements.
- Quote and source products based on quality, delivery and cost considerations.
- Work closely with sales, engineering, bill of material, production planning and manufacturing teams to match material deliveries to production schedules and improve processes to ensure our supply chain is as efficient and cost effective as possible.
- Be available during regularly scheduled business hours via email, phone and in-person to promptly answer questions about products, procure quotes, and process orders. This involves sitting or standing at a desk and working with a computer for most of the day.

### Skills required:

- Strong written and oral communication skills
- Strong mechanical aptitude
- Experience working with ERP systems, particularly Microsoft AX
- Proficiency in Microsoft Outlook and Excel
- Organization and attention to detail
- Bachelor's degree or certification in purchasing/supply chain management preferred
- Experience with supply chain management in a fast-paced manufacturing environment strongly preferred

Pre-employment drug test required

Send cover letter and resume to:

USNR  
Human Resources  
Tammy Roberts  
Tammy.Roberts@USNR.com