



Purchasing Agent Willmar, MN 56201

Northern Radiator, an employee owned company, is looking for a Purchasing Agent at our headquarters in Willmar, Minnesota. This is a full time position, working Monday - Friday 8:00 a.m. to 5:00 p.m.

The Purchasing Agent will be responsible for managing the inventory and replenishment of numerous products for multiple distribution facilities. Negotiating vendor terms and pricing, as well as ensuring timely delivery. Candidates must have experience in inventory management, procurement of product, and vendor relations in a distribution setting. This position will need to forecast procurement needs and work with vendors to fulfill inventory requirements.

Candidate Qualifications:

- 3 to 5 years experience in inventory management and product procurement in a distribution setting.
- Candidates must have extensive knowledge and ability to negotiate best vendor terms, sourcing, determining cost and market pricing, delivery scheduling with quality assurances of product, vendor and program follow-through.
- Candidates must be determined, tenacious, resolute, and persistent when faced with correcting inventory and product issues/delays/disruptions.
- Candidates must be a self-starter; organized, plan and prioritize work. Must be able to function well in a team environment and possess very good internal and external written and verbal communication skills.
- Must be able to budget time and work flow to meet product, program and inventory deadlines.
- Previous experience with an automotive distribution background and global purchasing is a significant plus.
- Must have thorough working knowledge of purchasing, processes and procedures.
- Must be able to successfully pass a criminal background check.

Northern Radiator is 100% employee owned and offers an excellent benefit package including health insurance, employee stock ownership plan (ESOP), 401k, paid vacation, holidays, and personal time off.

Job Type: Full-time

Required experience:

- Inventory Management: 3 years
- Purchasing: 3 years

If interested in applying, please submit resume and cover letter to Jeni Gafkjen, Human Resources Manager

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