

# Purchasing Agent / Heavy Equipment

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## LOCATION

- Prince Georges County, MD

## DETAILS

- Fulltime

## DESCRIPTION

- The **Purchasing Agent** is responsible for the procurement of the Company's heavy-duty truck and equipment parts.

## RESPONSIBILITIES

- **Vendor Management:** Source and evaluate suppliers/vendors, negotiating contracts, and manage vendor relationships to ensure compliance, quality, and cost-effectiveness.
- **Track & Maintain Inventory:** Track and maintain parts and equipment inventory, service/shop records, and other related data.
- **Research and Diagnostics:** Minimize spending through research, familiarization with equipment and proper diagnostics.
- **Budgeting and Cost Control:** Develop and manage budgets for all heavy equipment purchases.
- **Negotiation Skills:** Negotiate pricing, terms, and conditions with vendors to secure favorable contracts.
- **Contract Management:** Thoroughly review all contracts and purchase orders, including terms, conditions, and warranties.
- **Cost Analysis:** Keep management informed on all budgets and spending through data analysis by generating cost reports.
- **Warrantable Repairs:** Identify warrantable repairs and document on repair orders.

## QUALIFICATIONS

- **Experience:** Minimum of five (5) years practical experience with truck and heavy construction equipment required.
- **Fleet Maintenance:** Knowledge of heavy-duty equipment & fleet maintenance operations and equipment, parts, and tools used.
- **Vendor Negotiation:** Knowledge of contract negotiation strategies and ability to effectively manage supplier/vendor performance.

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### QUALIFICATIONS (continued)

- **Parts Research:** Knowledge of effective methods to research and compare required parts and equipment.
- **Equipment & Truck Knowledge:** Knowledge of equipment/dump truck repairs.
- **Computer Skills:** Basic computer skills required, including Excel and Word for data entry into maintenance systems.
- **Product Knowledge:** Understanding of product manuals and servicing requirements.
- **Data Management:** Knowledge of effective data management and record keeping techniques, with a proven track record of dependability.

### BENEFITS

- Top pay & stability
- Paid holidays (7)
- PTO plan (personal time off)
- Medical, dental, life & disability insurance
- 401(k) retirement plan
- Performance bonuses
- Educational assistance program

### ABOUT US

- ReAgg supplies high-quality construction materials and services to the construction industry. With over 30 years of experience, we are dedicated to delivering reliable and consistent products and service our customers can trust.
- ReAgg is a supplier of construction materials and services for the construction industry. With two locations and over 30 years of experience, we are committed to providing consistent, reliable service our customers can count on.
- To find out more, visit our website at [www.reagg.com](http://www.reagg.com).

### APPLY

- Please apply through the Indeed portal.

*We look forward to hearing from you!*