

## **International Purchasing Agent**

We're looking for a responsible, articulate and motivated agent who can quickly identify vulnerabilities and obstacles, and then create innovative solutions to the problem. The agent is responsible for managing the resources and focusing on three main areas Quality, Pricing, and Delivery

- Work closely with clients to understand and meet their manufacturing needs, from the design phase through product delivery
- Manage client expectations, anticipate operational and tactical risks and track them
- Collaborate with our team to locate, qualify, and negotiate with vendors
- Clarify and identify issues, remove barriers to resolve minor issues and escalate to immediate manager where required
- Track production and quality control for projects to ensure client's quality standards and delivery time-tables are met
- Communicate with multiple parties throughout quoting, production and delivery, including our Asian factories, overseas staff, clients and fellow team members

### **Key Qualifications**

- Quick and assertive, highly self-motivated, with a positive team focused attitude
- Extremely detailed oriented, organized with exceptional time management skills
- Strong communication skills, written and verbal
- Ability to prioritize, and refine minute details for multiple projects simultaneously
- Cool, calm, collected and collaborative work well under pressure and comfortable with change and complexity in dynamic environments
- Can shift readily between the "big picture" and the small-but-crucial details, knowing when to concentrate on each
- Ability to develop and maintain strong collaborative relationships with clients, vendors and team members

### **EDUCATION/EXPERIENCE**

- Associate Degree/Bachelor's Degree/ or high school and equivalent experience
- Experience working within/with International languages and cultures
- Experience in sourcing, quoting, and purchasing is required with international industrial markets
- Ability to interpret component part drawings and prints is a plus

### **COMPENSATION**

We offer a competitive base salary, and the opportunity to earn a generous commission.

**Candidates must be legally authorized to work in the United States without sponsorship. This position is physically located in central Ohio and no relocation is offered.**