



## **Ace Computers**

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Des Plaines, IL 60018

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### **Purchasing Representative**

Location: [Des Plaines](#)  
Employment: [Full-time](#)

**Summary:** We are currently seeking a purchasing representative to plan and buy electronic components. The successful candidate must be able to work well independently while contributing to the success of the team.

#### **Duties & Responsibilities:**

- Responsible for developing relationships and negotiating with suppliers to obtain products, quotes, prices, specifications, availability, and delivery schedules.
- Maintain procurement-specific information
- Enter and manage purchase orders to buy material as needed, reviewing products daily and monitoring items requiring special attention
- Monitor shipments from vendors to ensure that all goods will be delivered timely
- Obtain return authorizations from suppliers and address any issues with deliveries
- Reconcile receiving issues and billing issues with vendors
- Produce weekly/monthly reports for management

#### **Requirements:**

- Prior purchasing and/or procurement experience from within a manufacturing and/or distribution environment
- Above-average written and verbal communication skills
- Strong organizational and customer service skills
- Detail oriented with a high level of accuracy
- Self-motivated
- Punctual/reliable
- Sense of urgency

#### **Benefits:**

- 401(k) and 401(k) matching.
- Dental Insurance
- Vision Insurance
- Disability Insurance
- Health Insurance
- Life Insurance

- Employee Discount
- Flexible scheduled
- Paid time off.
- Tuition reimbursement

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