



Purchasing Agent

Alaska Power & Telephone has a full-time opening for a **Purchasing Agent**. We are open to various AP&T offices or home-based locations in Alaska or Washington state.

We are looking for a dependable, unflappable person who excels at juggling multiple tasks and providing exceptional customer service. Our ideal candidate is a person who is driven to serve our customers with a positive "can-do" attitude, who is great with people, eager to learn and can communicate effectively in a fast-paced work environment.

Candidates must be available to work 8:00am-5:00pm Monday through Friday.

Roles and Responsibilities of the Job:

- Purchasing for both Power and Telecom Operations
- Coordinate and communicate order status with project stakeholders
- Oversee the entire procurement process from obtaining quotes, to ordering, and following thru to delivery and receiving.
- Identify and arrange best shipping options for remote communities across Alaska
- Manage payments via credit card or purchase order. Communicate with Accounts Payable for processing invoices
- Reconciling open past due orders for all properties - check on lead times, delays, or to see why orders have not been received and contact both the property and vendors
- Prepare and maintain Task Orders, follow thru with invoicing and billing to Accounts Payable
- Assist managing inventory system

Qualifications:

- Excellent customer service for dealing with vendors and AP&T employees
- Strong computers skills, particularly with Microsoft Office
- Proficiency in Excel
- Must possess exceptional organizational skills and be detail oriented
- Must have 3+ years of prior experience in procurement
- Competent oral and written communication skills
- High School Diploma or GED
- Experience in purchasing for the United States Military or Power or Telecom organization is a plus
- Valid driver's license and ability to be insured by AP&T
- **Ability to pass a pre-employment background and drug test**
- Ability to periodically travel to other properties and meetings as required

This position will be open until filled.
NO PHONE CALLS PLEASE

Interested? Apply today at:

<https://aptalaska.workbrightats.com/jobs/706097-176045.html>

EEO Employer/Vets/Disabled and Drug and Alcohol-free workplace