Purchasing Agent

Surry-Yadkin EMC | Dobson, NC

Are you highly organized, detail-oriented, and experienced in purchasing or inventory management? Do you enjoy keeping operations running smoothly by ensuring the right materials are available at the right time? If so, Surry-Yadkin EMC may have the perfect opportunity for you.

Surry-Yadkin EMC is seeking a **Purchasing Agent** to manage purchasing and inventory activities that support our electric operations. This position plays a critical role in maintaining inventory levels, coordinating with vendors, and ensuring materials are available for our crews. The successful candidate will also serve as a backup to the Warehouse Technician, when needed.

We welcome candidates with experience in:

- Purchasing, inventory control, warehouse operations, or supply chain management, **or**
- Utility operations, linework, or other electric utility experience combined with strong computer and organizational skills.

What You'll Do

- Purchase materials and supplies for cooperative operations.
- Maintain accurate inventory records and ensure appropriate stock levels.
- Monitor inventory usage and forecast future material needs.
- Work with vendors to obtain pricing, place orders, and track deliveries.
- Receive, stock, issue, and reconcile inventory as needed.
- Generate reports and maintain purchasing and inventory records using computer software.
- Serve as backup support for warehouse operations.

What We're Looking For

- Experience with purchasing, inventory control, warehouse management, or related functions.
- Strong computer skills and the ability to learn inventory and purchasing software.

- Excellent attention to detail and organizational skills.
- Ability to prioritize work and manage multiple tasks.
- Strong communication and customer service skills.
- Utility, warehouse, or linework experience is a plus.
- Knowledge of electric distribution materials is beneficial but not required.
- Valid driver's license required, CDL Class A license is a plus.

Why Join Surry-Yadkin EMC?

At Surry-Yadkin EMC, you'll be part of a team dedicated to safely delivering reliable electricity to our communities. This role offers the opportunity to make a direct impact on daily operations while working alongside employees who are committed to safety, service, and teamwork.

Whether you're an experienced purchasing professional or a utility employee looking to bring your operational knowledge into a new role, we encourage you to apply.

https://syemc.com/employment