



STAG Partners is seeking a dedicated Purchasing Specialist to join our newly formed Procurement Team due to our continued growth. This role offers you the opportunity to directly increase our profits by making the most high-quality and cost-effective purchases. The Purchasing Specialist will report directly to the Project Controller and is responsible for identifying suppliers, researching goods and services, processing purchase orders, and verifying delivered items.

Responsibilities:

- Purchases goods and services according to the company's policies and procedures
- Coordinates with project managers on scheduled deliveries
- Performs subcontractor and vendor research and selection
- Creates and sends requests for proposals to subcontractors and vendors
- Works with vendors to negotiate volume and cash transaction discounts, and other available discounts
- Ensures that purchasing documents are complete and accurate and include appropriate and reasonable terms and conditions
- Maintains internal database of job cost items and pricing
- Maintains pricing histories and other vendor records
- Assists estimating with material quotes
- Performs other related duties as assigned

Requirements:

- Motivated, self-starter with a talent for problem solving
- Direct experience in MS Office, with proficiency in MS Excel
- Ability to perform basic math calculations
- Excellent communication, negotiation, and interpersonal skills
- Able to prioritize tasks across multiple projects
- Strong organizational skills

Education or Experience Needed:

- High School diploma or equivalent
- College degree is preferred
- 1+ years of experience in a purchasing role
- Experience in construction is preferable