



Our Company

SUPERIORITY OF PRODUCT, SERVICES, PEOPLE, AND "THE PRICELESS INGREDIENT".

Spanning over nine decades, Hugh M. Cunningham Companies has personified a sales agency for building products: mechanical, light industrial, waterworks, fire protection, turf, irrigation, HVAC, water well, pool, agriculture, and plumbing products. HMC represents the best manufacturers in the South-Central United States: Arkansas, Louisiana, Mississippi, New Mexico, Oklahoma, and Texas. Our founder, Hugh M. Cunningham, Sr. was responsible for establishing one of the first manufacturers' representative agencies west of the Mississippi, as well as numerous innovations that directly impacted the way manufacturers' representatives operate today. HMC employs over 130 people focused on one overriding goal: marketing, selling, and servicing our vendors, to our customers, in our territory.

www.hughcunningham.com

Job Title: Purchasing Agent

Location: Carrollton, Texas

Job Purpose: Assist Purchasing Manager in procurement of products and materials for the organization. The responsibilities will include to prepare, review, track, follow-up and resolve any issues on purchase orders while maintaining purchase orders files.

Job Duties and Responsibility:

- PREPARES and sends purchase orders to vendors
- Review and ANALYZE requisitions
- REVIEW and RECONCILE delivery documents and vendor invoices against purchase orders.
- RESOLVE discrepancies and product delivery problems
- TRACK and FOLLOW-UP on status of purchase orders (pricing, availability, and eta's)
- COMMUNICATE with departments regarding pricing, availability and eta's on products
- EXPEDITE delivery of goods
- FACILITATE Return Goods/Credit Memo from vendor
- MAINTAINING vendor database, purchase records and related documents

Skills:

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, and volume
- Professional communication skills internally and externally with our vendor partners
- Excellent written and verbal communication skills
- SAP-Business One preferred
- Experience with Microsoft Office products - Strong IT skills
- Strong organizational and planning skills - Prioritizes work activities - Uses time efficiently
- Work in group environment and independently
- Possess high degree of initiative



HUGH M. CUNNINGHAM COMPANIES

THE MANUFACTURER'S REPRESENTATIVE
A BUILDING PRODUCTS COMPANY
SOUTH CENTRAL USA

Competencies:

- Problem solving - Identifies and resolves problems in a timely manner
- Analyzes information skillfully - Develops alternative solutions
- Respond promptly to Customer Service/Inside Sales requests
- Remain open to others' ideas and suggestions
- Business acumen - Profitability, market knowledge, competition
- Reacts well under pressure - Approaches others in tactful manner - Accepts responsibilities
- Attendance - Punctuality - Consistently at work and on time - Ensures work responsibilities are covered when absent

Education/ Experience:

- High School Degree
- Supply chain management or similar position, office/ clerical experience, inventory and or warehouse experience preferred