



**Date**  
5/24/2021

**Job Description and Responsibilities:**  
Purchasing Agent & Warehouse Manager

Ashland Comfort Control is a family owned, customer focused, service company and the premier Heating, Air Conditioning and Plumbing contractor in North Central Ohio. We are currently seeking to add Purchasing Agent & Warehouse Manager to our friendly, energetic, and enthusiastic team. We take pride in providing the absolute best experience for our customers, the best products on the market and have the highest standards for installation and service. Our vision is to consistently exceed our customers' expectations, provide our employees and their families a place they are proud to work and give back to the community that has supported us since 1980.

If you are detail oriented, able to multi-task and are driven by making a direct impact on the profitability of the company you work for, this position may be for you. You will also be dependable, organized, have excellent follow through and maintain a positive attitude. The ability to effectively communicate, make decisions and negotiate with vendors will be imperative toward your success. This position reports directly to the Operations Manager and works in a support role to the entire company.

**Job Description and Responsibilities:**

- Will be responsible for the procurement and organization of all HVAC, Plumbing and Fireplace parts, materials, supplies, shop and cleaning supplies, electrical supplies, etc.
- Will be responsible for the development and enforcement of shop organization, maintenance and inventory systems and standards.
- Will compare and update pricing regularly and negotiate better pricing when applicable.
- Will be well-informed of current inventory levels and maintain adequate quantities of all stock materials.
- Shall make all orders in a timely basis while mindful of freight & finance charges & early pay discounts.
- Will be responsible for overseeing and coordinating a physical inventory count no less than twice per year.
- Will maintain contact with department heads to procure materials for normal day-to-day operations and in anticipation of seasonal, schedule driven or any other trends.
- Shall be knowledgeable on all incoming and pending shipments and returns.
- Shall receive all freight and truck deliveries to assist and/or offload via tow motor (if necessary) and check-in all shipments, tag and stage accordingly.
- Will remain knowledgeable and keep track of all backorders, returns and shipping discrepancies.
- Will maintain an organized shop area (i.e. sweep floors, break down boxes, empty trash, etc.)
- Will confirm and document material prices at time of purchase using of purchase orders, as able.
- Will enter all vendor invoices related to a job or work order into the computer system in a timely manner.

**Qualifications:**

- A High School Diploma is required for this position.
- Must be self-motivated and able to work as part of a team or independently with limited supervision.
- Candidates with experience in Microsoft Office, Quickbooks, the construction industry and/or materials and inventory management will be given extra consideration.
- Must be honest, conscientious and maintain good communication with department heads.
- Must be willing to help others, take initiative and go above and beyond the responsibilities outlined in this job description should they be in the best interest of the company.
- Must be able to periodically work outdoors or in unconditioned environments, operate a tow motor with minimal training and able to lift items up to 50 pounds.
- Must have reliable transportation and be able to pass a pre-employment drug screen and background check.

**Benefits Include:**

- Compensation Based on Qualifications and Relevant Work Experience
- Company supplemented Health, Vision and Life Insurance are Available
- Accrued Paid Holidays/Vacations/ Sick time
- T. Rowe Price Simple IRA with 3% Company Match
- Continuing Education & Tuition Reimbursement (up to \$2,000/yr)
- Tool Allowance & YMCA Membership Reimbursement
- Company Sponsored Clothing, Outings and Team Building

Interested candidates should submit their resume and a list of references to [careers@ashlandcomfort.com](mailto:careers@ashlandcomfort.com).