



Job Title: Purchasing Agent
Reports to: Purchasing Lead
Status: Full-time, Non-exempt

Department: Purchasing
Effective Date: Q3 2026
Location: Eden Prairie, MN

Summary:

Assume responsibility for purchase of products and managing inventory levels from all vendors. Purchasing the right products at the right cost to meet customer needs and while meeting Replenex's objectives.

Essential Functions:

- Responsible for modeling our core values.
- Order inventory for delivery to Replenex warehouses, consignment warehouses, and direct to customers in accordance with the lead times, service levels, and vendor requirements.
- Manage inventory levels to maximize customer service levels while minimizing Replenex's holding expenses and product obsolescence.
- Negotiate and maintain relationships with suppliers and vendors.
- Obtain, maintain, and share product pricing, price changes, and literature to appropriate individuals.
- Resolve inventory issues including invoicing, receiving, order status, warranty, returns, and other matters associated with product purchases.
- Responsible for vendor quote processes and report reconciliation.
- Support customer service order entry process and inventory management processes as needed.
- Other duties as assigned.

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Competencies:

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to function well in a high-paced and at times stressful environment.
- Proficient with Microsoft Office Suite or related software.

Supervisory Responsibilities:

- None.

Education and Experience:

- High school diploma or equivalent.
- Previous purchasing experience in manufacturing preferred.

Work Environment:

- Prolonged periods of sitting at a desk and working on a computer.
- Frequent sitting, standing, walking, repetitive movements, speaking, and occasional carrying and stooping.
- Must be able to lift up to 15 pounds at times.

Travel Required:

- None.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Replenex is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.