



Position Description

Position Title: Purchasing Agent
Work Location: Washougal, WA or Ukiah, CA

Summary

The Allweather Wood pressure treated plant is a full-line manufacturing and distribution facility in Washougal, WA. The facility specializes in Hem-fir products for the Washington, Oregon, Alaska, Utah, Montana, and Idaho markets. The Allweather Wood facility inventories over 8 million feet of Lumber, Plywood, and Miscellaneous treated items.

As a member of the purchasing team, this position is responsible for the profitable purchase of lumber and related inventory items for the Ukiah, CA treating plant and Calpella, CA distribution center. This individual will work closely with the local treating plant manager, sales team and distribution personnel to manage the day to day purchasing function with a focus on maintaining a 100% in stock position of inventory items at profitable price levels based on a current forecast of demand. Monitor actual sales volume to the demand making adjustments as warranted.

Duties and Responsibilities

- Responsibility for the dimension lumber, round stock, timbers and plywood purchases along with inventory management for the Ukiah, CA treating plant and the Doug-Fir dimension lumber at the Calpella, CA distribution center.
- Coordinate with operations to facilitate an optimal flow of desired raw material through the treating plant located in Ukiah, CA sourcing the lowest cost for targeted product quality through internal production as well as outside vendors.
- Demonstrable experience in negotiating prices, terms and conditions.
- Full time inventory management responsible for purchasing, daily communication with sales and operations, and special orders quote support.
- Maintain acceptable inventory positions and competitive cost levels to optimize margin opportunities.
- Verify purchases by comparing items ordered; clarifying shortages/overages and sourcing alternatives as needed.
- Enter purchase orders into system, verifying specifications and price.
- Develop and maintain strong relationships with mills and other vendors to perpetuate proper stock levels and cost containment.
- Communicate with sales and purchasing team members regarding market conditions, supply trends, price trends, and any product opportunities.
- Foster a “best practices” environment with peers from other locations for improved purchasing procedures.
- Manage multiple priorities, work with a sense of urgency and demonstrate problem solving skills when needed.

Qualifications/Physical Requirements

- Bachelor’s degree (B.A.) from four-year College or University, preferred.
- Minimum 5 years of lumber purchasing experience, preferably for a manufacturing or distribution operation within the building materials industry.
- Sales and trader experience an added plus.
- Excellent verbal and written communication skills.
- Excellent analytical, planning, and organizational skills.
- Proficiency in Microsoft Office Suite. Experience with Lumbertrack an added plus.
- Travel by car or plane as required for success, less than 10% of the time.
- Ability to adapt to changes in the work environment; manage competing demands; able to deal with frequent change, delays, or unexpected events.

Benefits

- Medical/Dental/Vision Insurance, Free Life Insurance, and 401k Match
- Vacation Days, Sick Days and MORE!

Application Process

- Email a cover letter and resume including salary history to recruiter@allweatherwood.com or
- Send by fax to 707-485-6873 or
- Call our recruiting Office 707-620-2940 for more information

Equal Opportunity Employer, Valuing Diversity of our Workforce and Offering a Drug Free Workplace