



Employee Requisition Form

Position to Be Filled: Purchasing Agent

Responsible for purchasing general and specialized equipment, materials, or business services for use by the Tachi Palace Casino Resort.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Handle and oversee the procurement of goods and services.
- Assess requirements of Tachi Palace Casino Resort and develop specifications for equipment, materials, and supplies to be purchased.
- Initiate appropriate bidding process to achieve optimum price value while maintaining superior quality.
- Invite tenders, consult with suppliers, and review bids.
- Determine contract terms and conditions, award contracts recommend contract awards.
- Establish delivery schedules, monitor progress, and contract clients and suppliers to resolve problems.
- Adhere to purchasing policies and guidelines.
- Contribute to effective coordination between departments by attending a variety of meetings to share information, plan/schedule events, analyze and solve problems.
- Ensure compliance with all Human Resource policies and procedures, promoting an environment that treats all people with respect, and prohibits discrimination and harassment of any kind.
- Ensure compliance with all safety, health, and environmental policies, procedures, and regulations within the department.
- AA Degree in business administration or equivalent time in service.
- Minimum 3 years of purchasing experience is preferred.
- Excellent interpersonal skills with demonstrated patience, tact, and respect.
- Effective leadership skills with the ability to motivate and mentor employees.
- Excellent analytical ability.
- Exceptional detail and follow-up skills.
- Multitask oriented.
- Proficient in computers, including Microsoft Office products (Word, Excel, Power Point) and the Internet.

Reports To:
Approximate Hours:
Filling Deadline:

Purchasing Manager
Full Time
Open Until Filled

