

Dispatcher / Purchasing Agent

Hardrock Concrete Placement Co., Inc.
Phoenix, AZ

For more information or to apply, visit:

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GENERAL JOB DESCRIPTION

The Dispatcher is responsible for purchasing and negotiating of pricing for materials, equipment, and supplies from vendors. Evaluates vendor quotes and services to determine most desirable suppliers. The Dispatcher receives incoming calls from field personnel, takes orders, and places orders with appropriate supplier, vendor, or subcontractor.

DUTIES AND RESPONSIBILITIES

- Receives orders from field personnel and places order for concrete/aggregates, miscellaneous materials, rental equipment, and subcontractors.
- Issues purchase orders (P.O.'s) to vendors.
- Maintains a list of current suppliers and vendors, including pricing.
- Records orders in the purchasing logs for immediate access and reference.
- Updates and maintains all purchasing logs daily, including concrete, material, rental, and subcontractor.
- Tracks and retains mix designs into Job Master Supplier List for each project.
- Problem solves issues with regard to mix designs and pricing.
- Records cubic yards poured and aggregate totals as received from field personnel. Notifies Management if member of field personnel is not following procedure to call in totals.
- Receives all material invoices and codes each one accurately based on purchasing logs.
- Distributes concrete pour log each day.
- Assists in identifying costs and assigning them to the correct project and division.
- Monitors and reduces the number of rentals when equipment is idle or standing by.
- Monitors and tracks all rental equipment on a daily basis by job site, type, and usage.
- Distributes daily rental log recap to appropriate personnel including posting in Superintendent area.
- Negotiates pricing for rentals, materials, and subcontractors.
- Completes and distributes Concrete Incident Report if concrete is lost for any reason.
- Complies with all Corporate Policies and Procedures.
- Promotes and contributes to a positive work environment.
- Performs any other duties as assigned or special projects that may be needed to ensure the Company functions more efficiently.
- Problem solves as necessary to perform job functions

MINIMUM QUALIFICATIONS

Education

- Requires a high school diploma or its equivalent.

Experience

- Requires a minimum of 2+ years of experience in the construction field or in a related industry.

Other

- Must have the ability to prioritize several tasks at any given time.
- Must have excellent organization skills.
- Must be detail oriented.
- Must have the ability to communicate both verbally and in writing.
- Must have a working knowledge of computers and electronic data processing.
- Must have a working knowledge of Microsoft products including Outlook, Excel, and Word.
- Must possess a working knowledge of office practices and procedures.
- Must be able to work under stressful situations.
- Must be customer service oriented.
- Spanish Bilingual preferred.

KEY COMPETENCIES REQUIRED

- Problem Solving. The individual identifies and resolves problems in a timely manner, and gathers and analyzes information skillfully.
- Customer Service. The individual manages difficult/client customer situations, responds promptly to customer needs, solicits customer feedback to improve service, responds to requests for service assistance, and meets commitments.
- Planning/Organizing. The individual prioritizes and plans work activities, and uses time efficiently.
- Quality Control. The individual demonstrates accuracy and thoroughness, monitors own work to ensure quality, and applies feedback to improve performance.
- Quantity. The individual meets productivity standards and completes work in a timely manner.
- Adaptability. The individual adapts to changes in the work environment, manages competing demands, and is able to deal with frequent change, delays, or unexpected events.
- Dependability. The individual is consistently at work and on time, follows instructions, responds to management directions, and solicits feedback to improve performance.
- Safety and Security. The individual observes safety and security procedures and uses equipment and materials properly.

ADDITIONAL NOTES

- Relies on instructions and pre-established guidelines to perform the functions of the job.
- Works under immediate supervision.
- Does not have any supervisory duties. No direct reports to this position

- Primary job functions do not typically require exercising independent judgment.
- Typically reports to a supervisor or manager.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

Hardrock Concrete Placement Co., Inc. is an affirmative action/equal opportunity employer