



## Procurement Agent

P2 Mission Solutions is Growing! We're looking for top performers who are looking to grow with us! If you're excited to be part of a winning team, P2MS is a great place to grow your career!

Job Opening: Procurement Agent

P2 Mission Solutions is a leading supplier of Electromechanical Systems designed and manufactured to sustain and support military missions around the globe.

From expeditionary shelter systems to power generation systems, P2MS is in the forefront of developing and delivering highly engineered products for our men and women in uniform. We differentiate ourselves thru our highly experienced, diverse, and motivated team of quality committed individuals who are continuously innovating to make us a global leader in our market.

What you will do:

- Researching and comparing suppliers, goods, and services.
- Selecting the most suitable suppliers in terms of reliability, product quality, and cost-efficiency.
- Monitoring inventory levels, business requirements, and determining purchase needs.
- Requesting cost proposals and negotiating contracts and prices.
- Preparing and processing purchase orders.
- Maintaining records of all transactions, purchase orders, receipts, and payments.
- Scheduling and verifying purchase deliveries.
- Expedites delayed orders
- Building and maintaining positive, long-term supplier relations.
- Resolves issues related to shipments, inventory returns, replacements, and credit arrangements.
- Works independently within established procedures associated with the job function.

What you need:

- High school diploma or GED required.
- Degree in business administration, procurement, or a related field preferred.
- Previous experience as a purchasing agent or in a similar position.
- Experience in enterprise resource planning (ERP) software and inventory management software programs.
- Excellent communication and negotiation skills.
- Strong organization and documentation skills.

- Strong research and analytical skills.

Office location:

1285 Dunn Rd.

St. Louis, MO 63138

Competitive Benefits Include:

- Medical Insurance
- Flexible spending account (Cafeteria Plan)
- Dental
- Vision
- Aflac Plans
- 401(k) matching plan
- Paid Time Off (PTO)
- U.S. Citizenship or Lawful Permanent Resident status required per Federal requirements.
- Pre-employment background and drug screening is performed.
- All qualified applicants will receive consideration for employment without regard to race, sex, color, religion, national origin, protected veteran status, or on the basis of disability, gender identity, and sexual orientation.

Send resume to [Info@p2ms.com](mailto:Info@p2ms.com)