



<https://www.premierpersonnelgroup.com/find-a-job/senior-purchasing-agent-electrical-construction/>

Senior Purchasing Agent – Electrical Construction

Description

We are seeking an experienced **Senior Purchasing Agent** to support a growing electrical construction company. This role is responsible for sourcing, negotiating, and purchasing electrical materials, equipment, and subcontracted services for commercial and industrial projects while ensuring projects stay on schedule and within budget.

Responsibilities

- Purchase electrical materials including switchgear, conduit, lighting, wire, and construction equipment.
- Obtain competitive quotes and negotiate pricing, contracts, and delivery schedules.
- Create and manage purchase orders using **Kojo** or similar procurement software.
- Coordinate with Project Managers, Estimators, vendors, and warehouse teams.
- Monitor material lead times and resolve shortages or delivery issues.
- Build and maintain strong supplier relationships.
- Track purchasing costs and identify cost-saving opportunities.

Qualifications

- **7+ years of purchasing experience in the electrical construction industry.**
- Strong knowledge of electrical materials and construction procurement.
- Experience negotiating with manufacturers and distributors.
- Experience using **Kojo** or similar construction purchasing software.
- Excellent organizational, communication, and problem-solving skills.
- Proficiency with Microsoft Office and ERP/purchasing systems.

Job Benefits

- 401(k)
- Health insurance
- Paid time off

Hiring organization

Premier Personnel Group

Employment Type

Full-time

Beginning of employment

ASAP

Duration of employment

Full Time Direct Hire

Industry

Facilities Management

Job Location

Florham Park

Base Salary

\$ 100k - \$ 120k

Working Hours

M-F 8:30 am to 5 pm