

Purchasing Agent



Job Title: Purchasing Agent

Since 1938, Dave Wilson Nursery has been providing the best quality trees with the greatest innovation. Partnered with Zaiger Genetics, we are proud to be the largest tree fruit and nut nursery in the country. We are a fourth generation family owned company and the culture of our organization reflects our passion to partner with our customers from planting to harvest.

Job Summary: The Purchasing Agent is a new position at Dave Wilson Nursery. This position The Purchasing Agent will report directly to the CFO.

Primary Responsibilities

- Work with accounting team to understand internal A/P and A/R processes
- Create new PO process and profitable purchasing strategies for all departments
- Manage relationships with key suppliers to maintain quality of goods, timely delivery and compliance to terms of contracts
- Determine and maintain inventory level of materials in each division
- Schedule, verify, and communicate deliveries
- Negotiate contracts with vendors

Qualifications Required:

- Proven experience as a purchasing agent or relevant role
- Excellent communication and interpersonal skills
- High level attention to detail
- Problem solver with a strong analytical mindset
- Outstanding organization and time management skills
- Excellent customer service skills
- Ability to provide documentation to work in the US
- **Relevant Great Plains Purchasing experience a plus, but not required

Dave Wilson Nursery is an Equal Opportunity Employer.

Please submit resumes to rachelle@davewilson.com