



## Purchasing Agent

Pineland is seeking a highly qualified Individual to serve as a member of the Purchasing team. The Purchasing Agent oversees the procurement process, assuring the compliance of our various telecommunication regulations, with the requirements established by our customers' needs. This Individual will be responsible for purchasing materials and equipment to support plant operations, distributing materials and equipment as authorized, maintaining inventories and internal controls, preparing and placing orders for both standard and nonstandard materials and equipment, and negotiating returns of defective materials of equipment. The Individual will also control, monitor, and analyze vendor quality, and test and evaluate returned equipment for placement back in inventory. Additional responsibilities include, negotiating bids and quotes for procurement, developing blanket orders and purchase orders, developing and maintaining a stock system, and assisting the estimating of department needs in peak periods.

### Qualifications

Minimum of high school diploma or equivalent, with post-secondary degree preferred. Minimum two years' experience in purchasing or similar occupation desired. Proven analytical, organizational, and communication skills. Must be able to lift heavy objects and work with mobile equipment, be self-motivated, with the ability to work independently as well as in a team environment.

### Locations

This position will be based in the Metter office.

### How to apply

An application can be found on the Pineland website - [www.pineland.net](http://www.pineland.net). The completed application, resume, cover letter, and three work related references should be sent via mail, email, or dropped off in a sealed envelope to the following:

Hiring Manager  
Pineland Telephone Cooperative, Inc.  
PO Box 678 | Metter, GA 30439  
[dlee@pinelandtelco.com](mailto:dlee@pinelandtelco.com)

Applications can be dropped off at the Metter office only. Please use a sealed envelope.  
30 S Rountree Street | Metter, GA 30439  
No faxed applications will be accepted.

**Deadline to apply – November 30, 2022 at 5PM**

Pineland's mission is to offer an outstanding customer experience through the efficient delivery of progressive technology solutions in the markets served. We will achieve this mission by applying the Core Values of Excellence, Integrity, Innovation, and a Servant's Heart in everything we do.