

Hugo Reed and Associates, Inc.

<https://hugoreed.com/openings/purchasing-agent/>

Purchasing Agent / Asset Manager

Description

HRA has an immediate opening for a **Purchasing Agent \ Asset Manager** position in Lubbock, Texas.

HRA, founded in 1948, is a Lubbock, Texas based civil engineering, land surveying, and land planning firm with a strong reputation for providing the highest quality of service to our clients in the public and private sectors.

Responsibilities

The preferred candidate will act as the HRA Purchasing Agent / Asset Manager:

Purchasing Agent – Responsibilities:

- Procurement and distribution of office supplies including pens, paper goods, breakroom supplies, business cards.
- Manage Company Apparel Store including apparel selections and employee enrollment.
- Manage company wireless plan including cellular phone and hotspots.
- Deliver work product to clients, manage shipping to and from office, bank deposit runner.

Asset Manager – Responsibilities:

- Manage detailed Asset Inventory Records / Documentation
- Manage routine maintenance for mechanical, electrical, and plumbing.
- Manage facility improvement programs such as carpet, painting, and lighting.
- Facilitate on demand repair and maintenance of mechanical, electrical, plumbing, roof, and irrigation systems.
- Manage emergency response plan along with employee access to facilities.
- Manage routine maintenance of grounds.
- Manage maintenance and care of company vehicles, routine maintenance, and as needed repairs.
- Manage fleet safety program including safety lighting.
- Manage and maintain UTV and trailer deployments.
- Manage fleet branding and badging.

Qualifications

Years of experience: High School Diploma

- Good organizational and communication skills.
 - General computer skills.
 - General construction and automotive skills.
- Ability to inspire confidence and trust.
- Attention to detail and accuracy.

Job Benefits

Salary commensurate to experience, Includes benefits package – 401(k), health, dental and vision insurance, paid time off, and bonus opportunities.

We are excited about this opportunity to add a talented individual to our team! Please apply today! www.hugoreed.com/careers

Hiring organization

Hugo Reed and Associates, Inc.

Employment Type

Full-time

Beginning of employment

Immediate

Job Location

1601 Ave. N, 79401, Lubbock, TX, U.S.

Date posted

June 8, 2022

Valid through

30.09.2022

TLSF #100676-00 TREF #F-760 OLSF #6096 OLEF #6096

Contacts

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