



*We Are Artificial Lift. It's what we do. All day. Everyday.*

Flowco is redefining well "optimization" with the very latest in USA manufactured gas lift and plunger lift technologies and delivering unrivaled customer support wherever and whenever you need it.

We are seeking a **Purchasing Specialist** to become an integral part of our team! This position is located in **Fort Worth, TX.**

***Job Summary:***

Work with the guidance from the Purchasing Manager to maintain supply inventory levels. Negotiate pricing with current potential suppliers. Price comparison between suppliers. Communicate with manufacturing and sales team to be sure requirements are aligned with vendor orders.

***Responsibilities:***

- Maintain strong working relationship with our suppliers
- Review purchasing agreements with suppliers and maintain open lines of communications with those suppliers
- Review MRP report daily to assess inventory needs and surges
- Collaborate with manufacturing team to keep MFG inventory stock levels within min/max range
- Work with Accounts Payable and Shipping/Receiving department to resolve payment/receiving issues
- Create and maintain purchase orders and blanket purchase orders
- Discusses defective or unacceptable goods or services with inspection of quality control personnel, users, suppliers, and others if required to determine source of problem and takes corrective action
- Keeps informed of assigned products with respect to business trends, pricing trends, lead times, and manufacturing of products
- Requests quotes from multiple suppliers
- Research, analyze and forecast current and future buying trends

***Requirements:***

- Must pass Drug Screen/Background check
- High school diploma/GED required
- Degree preferred but not required
- Manufacturing industry experience – oil and gas industry preferred
- Must have excellent verbal and written communication skills
- Must be detailed oriented, and be proficient in computer software such as Microsoft office products
- Build a positive relationship with suppliers, field personnel, and coworkers
- Must have a courteous and positive attitude, also have a sense of urgency, drive, pride and desire to succeed
- Excellent problem-solving and record keeping skills
- Ability to compile information and make decisions
- Three to five years of buying experience