



Equipment Purchaser

At Barron Heating & Air Conditioning, we are committed to *Improving Lives™*. As an **Equipment Purchaser**, you will help us live out our mission and meet our growth-oriented goals as the premier heating, cooling, indoor air quality, and energy systems service provider in Northwest Washington.

Barron is an established, customer-first, and community-centered company. We exist to improve our neighbor's comfort and health through sustainable and cost-effective solutions. Our Team boasts an open-door atmosphere that fosters a positive and collaborative work environment. Our core beliefs cultivate a "people-first" attitude; we value our customers, both internal and external, and help them achieve their goals.

In addition to living in the beautiful Pacific Northwest, Barron team members enjoy flexible schedules, cost-of-living increases, and a generous benefits package (medical/dental/vision, PTO & holiday pay, 401k matching, and employee training). Our Family is excited about professional growth, achieving work-life balance, and *Improving Lives™*. Our team members are the very best at what they do; join our Team as we drive to our 50-year anniversary and beyond!

At Barron Heating, our Equipment Purchaser will:

- Consistently maintain a 'customer-first' perspective;
- Establish a good working relationship with all team members;
- Support co-workers while providing world-class customer service;
- Provide phone back-up, as needed, in a professional manner;
- Generate purchase orders according to schedule while monitoring potential schedule changes;
- Match daily pick slips/shipping tickets with purchase orders, ensuring accuracy and timely processing;
- Provide equipment/parts/material information and lead times to dispatch and sales per request;
- Coordinate equipment/parts/material delivery methods with vendors to ensure on-time arrivals;
- Track installation dates and associated Job Master copies – update information in schedule when equipment is ordered – Review Job Master prior to order dates to accommodate lead times;
- Process returns on equipment/parts/materials, as needed;
- Order stock materials for all departments upon request and managerial approval;
- Address and resolve fulfillment or pricing issues with suppliers – communicate and address concerns with vendors;
- Research products for cost, special promotions, and availability;
- Coordinate will-call pickups by technicians at various vendors, as needed for jobs;
- Work cohesively with Accounting Department to provide product information for warranty registration and billings;
- Coordinate with Accounts Payable on receiving of purchase orders of key suppliers in accordance to discounted due dates;
- Monitor inventory stock levels and verify purchase requisitions;
- Add inventory items to ESC as needed, verifying accuracy in data entry and product information;
- Maintain professional relationships with all key suppliers;



IMPROVING LIVES

- Participate in departmental and Company meetings;
- Cross-train with other purchasing administrative positions;
- Meet/exceed individual KPIs;
- Exhibit a “Team Barron” attitude;
- Share Barron’s mission of *Improving Lives™*.

We provide:

- A culture of collaboration, sharing of knowledge, and respect for one another;
- Barron apparel;
- Medical, Dental, Vision;
- 401k with employer match;
- Paid holidays and vacation;
- Employee discounts, including free Silver Shield preventative maintenance;
- Company sponsored events and team building.

Compensation:

- Full-time
- Hourly

Required Skills and Qualifications:

- Accuracy and efficiency when completing data entry tasks;
- Highly organized, with strong analytical skills;
- Ability to work closely with a variety of different personalities;
- Competency in MS Office;
- High School diploma or GED;
- Must be at least 18 years of age;
- Legally entitled to work in the United States;
- Pre-employment drug screening.

To Apply:

1. Go to <https://www.barronheating.com/application/> and select the “Equipment Purchaser” position.
2. Complete the online form.
3. Upload *Cover Letter and Resume (Word or PDF documents only).

*Your Cover Letter should briefly (one page or less) address **a)** what the term “customer-first” means to you, and **b)** why you are the best candidate to join the Barron Team.

During the Hiring Process, our Leadership Team will:

- Review application materials, select qualified candidates, and conduct interviews.
- Extend full-time employment offers to future Barron Team members.