

**Winery Purchasing Agent:**

**Position Description:**

William Chris Wine Co. is excited to present an opportunity for a Winery Purchasing Agent. WCWC is a Texas Hill Country winery company focused on growing and sharing exceptional wines exclusively from the terroir of Texas. Over the last several years, we have experienced incredible growth. Our team has grown, our production has scaled, and we experience new challenges and adventures every day. We strive to bring people together with wine and great experiences. We are seeking a Winery Purchasing Agent that is motivated and hardworking who is interested in becoming part of our team.

**Duties and Responsibilities:**

* Coordinate with the production and tasting room team to procure and maintain all inventory items.
* Manage supply chain and others, as appropriate, to ensure appropriate procurement, scheduling and movement of materials and services.
* Maintain positive, professional working relationships with all assigned suppliers while holding them accountable.
* Reviews and maintains current, complete supplier files with regard to product status, lead time, shipping terms, contact names, warehouse locations, and any other supplier information.
* Negotiating contracts with vendors and suppliers to obtain the best pricing on behalf of the company.
* Monitoring inventory levels and determining purchasing needs.
* Maintaining records of all transactions, purchase orders, receipts and payments
* Ensures incoming supplies meet or exceed the quality specifications/requirements; collaborates with suppliers to resolve issues and identify corrective actions to avoid them in the future.
* Purchase order entry and tracking, ensure purchase orders are closed after delivery of supplies.

**Qualifications:**

* Minimum of 2 years’ experience with supply chain management.
* May often need to lift or move more than 50lbs.
* Strong negotiation skills
* Strong research and analytical skills.
* Previous experience as a purchasing agent or in a similar position.
* Strong written and verbal communication skills.
* Experience with MS office suite and Vintrace.
* Ability to thrive in a fast-paced, dynamic, high volume environment