

Purchasing Agent – Window Manufacturing

Location: Bristol Pa

Company: Okna Windows

Employment Type: Full-Time

About Us:

Okna Windows is a leading manufacturer of high-quality windows and doors, committed to precision, innovation, and customer satisfaction. We are seeking a detail-oriented and proactive Purchasing Agent to join our team and help keep our production running smoothly.

Responsibilities:

- Order and maintain inventory of raw materials, hardware, glass, and supplies needed for window production
- Ensure all materials meet company quality standards through careful inspection and quality control
- Resolve material issues, shortages, or discrepancies quickly to avoid production delays
- Match, verify, and log purchase orders, invoices, and paint chip documentation accurately
- Communicate effectively with vendors, production staff, and management to ensure timely delivery and proper specifications
- Track costs and identify opportunities for efficiency and savings

Qualifications:

- Experience in purchasing, procurement, or supply chain (manufacturing environment preferred)
- Strong attention to detail and problem-solving skills
- Excellent communication and organizational abilities
- Proficiency with Excel
- Ability to multitask and work independently in a fast-paced environment

Why Join Us:

- Competitive pay and benefits
- Opportunity to grow with a respected, expanding company
- Collaborative and supportive work environment

How to Apply:

Send your resume and cover letter to

Pawel@oknawindows.com

[Okna windows](#), Bristol, Pa