DAM PRACĘ | Praca biurowa **11 Lutego 2026**

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

www.spojnik.com