

Purchasing Agent – Window Manufacturing

Location: Bristol, PA (on-site, 400 Crossings Drive)

Company: OKNA Windows & Doors

Type: Full-time

About the role

OKNA is a growing, family-owned window and door manufacturer in Bristol. We produce about 1,000 windows a day across two shifts and need a purchasing agent who keeps glass, vinyl, hardware, and supplies in front of the line—not behind it. This is plant-floor purchasing, not a corporate buying desk. You work daily with vendors, receiving, production, and quality. If a truck is late, a paint chip doesn't match, or a hardware lot is short, you own the fix.

What you will do

- Place and track POs for glass, vinyl/profiles, hardware, seals, paint, packaging, and shop supplies
- Hold inventory that protects the schedule without tying up cash
- Check inbound materials against specs; flag rejects and follow them through
- Match POs, packing slips, invoices, and color documentation so AP and production stay clean
- Chase shortages, late trucks, and quantity/price gaps before they stop a line
- Work vendors on lead times, substitutions, and problem lots
- Watch pricing and freight; flag savings and better terms
- Keep accurate records in Excel (and any purchasing system we use)

What we're looking for

- Purchasing, procurement, or inventory experience—manufacturing or building products preferred
- Comfort working from production demand, not just a catalog
- Strong Excel (lookups, filters, tracking sheets)
- Direct communication with vendors and shop-floor supervisors
- High attention to detail; catch mismatches before scrap or downtime
- Ability to juggle many open orders in a fast plant

Nice to have

- Window, door, glass, vinyl, or millwork purchasing
- Receiving or inventory control
- Basic freight, lead-time, and vendor scorekeeping knowledge

Why OKNA

- Real manufacturing—your work hits the line the same week
- Growing company with room to own more vendor and cost work
- Competitive pay and benefits

[Okna Windows](#), Bristol, PA

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