DAM PRACĘ | Praca biurowa **24 Września 2026**

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
Tel.: 2156510810

www.cpbink.com