

American Radio Relay League Inc.
Job Description
Purchasing Associate

Job Title: Purchasing Associate

Department: Controllers Office

Reports To: The Controller

Classification: Non-Exempt hourly full time

Pay Range: \$23.00 to \$25.00 per hour based on experience.

Summary:

The Purchasing Associate is responsible for procuring high-quality materials and equipment at the most favorable prices. This role involves resolving delivery/payment issues, and must have strong knowledge of purchasing principles, effective vendor relations, and the ability to work independently while supporting a collaborative team environment. Candidates should bring 3–5 years of purchasing and printing process experience, a two-year degree (or equivalent skills), and excellent communication and organizational abilities. This position reports to the Controller and is onsite at ARRL headquarters located in Newington, CT.

Essential Functions & Responsibilities:

- Prepare and issue purchase orders for a wide range of goods and services.
- Evaluate supplier proposals by comparing price, quality, specifications, and delivery timelines.
- Source, solicit, and analyze competitive quotes and bids.
- Analyze spending patterns to recommend and promote corporate savings.
- Build and maintain strong vendor relationships while ensuring adherence to purchasing policies and budgetary requirements.
- Coordinate and expedite emergency or rush orders as needed.
- Partner with internal and external stakeholders to clarify specifications, costs, and delivery expectations.
- Resolves discrepancies related to delivery, invoicing, or payment in a timely manner.
- Monitor industry and market trends to maximize procurement strategies.
- Provide and receive cross-training to ensure department coverage during peak workload or staff absences.
- Perform other duties as assigned or requested.

Performance Measurements:

- Contribute to creating positive energy in a collaborative team atmosphere, showing excitement and pride in the team's work and being accountable for results.
- Ensure compliance with purchasing regulations and organizational policies.
- Demonstrate strong knowledge of procurement principles, specifications, and supply sources.
- Maintain effective working relationships internally and externally.
- Troubleshoot and resolve inquiries in a timely and accurate manner.
- Manage workload independently while remaining organized and professional.

Knowledge and Skills:

Experience	Three to five years of purchasing or procurement experience. Experience with the printing process a plus.
Education	Associates degree (two-year college) or equivalent relevant experience. Basic accounting courses a plus.
Interpersonal Skills	Required to communicate clearly and effectively, both orally and in writing. Courtesy, tact, and diplomacy are essential elements of the job. Work involves personal contact with others inside and outside the organization for purposes of giving or obtaining information, building relationships, and soliciting cooperation.
Other Skills	<ul style="list-style-type: none">• In-depth knowledge of procurement methods, practices, and systems.• Experience with Great Plains Accounting Software a plus.• Strong negotiation, vendor management, and problem-solving skills.• Excellent communication abilities—both written and verbal—with tact, courtesy, and professionalism.• Proficiency in computer-based purchasing systems and Microsoft Office required.• Self-motivated and capable of working independently while contributing to a team.
Physical Requirements	Prolonged periods of sitting and computer or other related office equipment use.
Work Environment	Business office environment, located in Newington, CT.