

**PURCHASING AGENT
POSITION DESCRIPTION**

POSITION CONCEPT

Under the direction of the Director of Business Operations and Purchasing Office Manager, pickup and deliver merchandise for various departments of the Ranch. Be responsible for the Philmont vehicles assigned for use.

PHILMONT REQUIREMENTS

- Provide and maintain a cheerful, helpful, and efficient service to all Philmont guests. Insure that all participants have an enjoyable experience. When possible, solve their needs and concerns, when not possible, steer them to someone who can.
- Carry out the prescribed policies and procedures of the Philmont Scout Ranch as outlined in the Staff Guidebook and during staff training.
- Present oneself to every participant and guest clean, sharp appearing and correctly uniformed as described in the Staff Guidebook.
- Become familiar with all materials supplied prior to the camping season.
- Become familiar with all pertinent Philmont policies and procedures.
- Must be 21 years of age by time of employment.

PRINCIPLE RESPONSIBILITIES

- Purchase requested material for various departments for use in maintenance and summer programs. Be familiar with the Ranch purchase order system and the use of material request forms.
- Maintain records of trips and expenses when off the Ranch (normal locations will be Raton, Santa Fe, Albuquerque, and others as directed).
- Recognize the importance of community relations and the need to build goodwill for the B.S.A. and Philmont. Always do your best to provide a positive image for the Ranch.
- Other duties as requested by the Comptroller or Purchasing Office Manager, assisting the Merchandise Warehouse, Purchasing Office, Print Shop or Tent Repair.
- Safely operate and maintain a company vehicle.
- Must be able secure a Philmont Driver's License

POSITION REQUIREMENTS

- Have a current driver's license and a good driving record and obtain a Philmont Driver Permit.
- Be able to lift and handle materials up to 70 pounds.
- Be physically fit and flexible.
- Assist with other duties as assigned to insure that the mission of the Philmont Scout Ranch is carried out.