

POSITION TITLE:	Purchasing Agent	Tier:	
REPORTS TO:	Vice President of Procurement	Date Reviewed:	7/29/2026
DEPARTMENT:	Procurement	Date Approved:	
TYPE OF POSITION:	Full-Time/Non-Exempt	Revision #:	2
OFFICE LOCATION	Fargo, ND or Watertown, SD		

POSITION DESCRIPTION:

The Purchasing Agent will report to the Vice President of Procurement. Primary job duties include working with the purchasing team with day-to-day leadership of the international buying desk, inventory management, position management and provide support to the team where needed.

RESPONSIBILITIES AND DUTIES:

- Lead International Desk
- Work with sales and partner facilities to identify international partners.
- Research new international sourcing locations and partners
- When necessary, identify and procure customer samples for the sales team.
- Review all purchasing contract balances as needed and communicate instances of risk to VP of Procurement.
- Oversee entire inventory function of the purchasing department.
- Provide written reports/presentations to Supervisor and other HFI personnel as requested.
- Work with Logistics, HFI Facilities, Accounting, Sales, and Quality Personnel to ensure customer needs are met.
- Provide support to other purchasing and crop production team members when applicable.
- Coordinate efforts of assigned special projects.
- Be proficient with all HFI technology.
- Support the Procurement Team as requested.

QUALIFICATIONS:

- Ag background preferred.
- Proficient with Microsoft Word and Excel.
- Well organized with attention to detail.
- Able to multi-task.
- Good decision-making skills.
- Excellent written and verbal skills.
- Team player with the ability to work well with others.

BACK UP: TBD

Name:		Date:	
Signature:			
Manager Name:		Date:	
Signature:			