

## Notice of Job Opportunity

**POSITION WITH:** Pacific Northern, Inc.  
**TITLE:** Purchasing Agent  
**REQUISITION NO:** PA121220  
**LOCATION:** Carrollton, TX

**DUTIES:** Purchase materials and provide detailed specifications for manufacture of custom merchandising displays, fixtures, and environments; maintain efficient purchase order management systems; communicate with manufacturing factories overseas to ensure timely production of custom merchandising displays, fixtures, and environments; define the scope of work associated with new purchase orders and provide status updates on pending purchase orders; calculate bills of material for factory production and verify the accuracy of same; complete order entry to enable accounts receivable to invoice factories for materials needed to produce sample and production needs; coordinate display sample production and receipt of samples and prototypes; verify the accuracy and functionality of samples and prototypes with project managers and designers; coordinate with warehouse management for distribution of all orders; perform data entry and data maintenance associated with purchase orders; distribute executed purchase orders to appropriate personnel; enter purchase and work order data necessary for invoice generation; maintain and update project status reports, including order status, sample status, potential order, shipping schedule, and import documents; maintain and update purchase order records.

**REQUIREMENTS:** Must have a bachelor's degree in Supply Chain Management, Information Management, or Business Administration, plus one year of relevant experience.

**SALARY:** \$48,006 per year.

Submit resume to [hr@pacificnorthern.com](mailto:hr@pacificnorthern.com) referencing the job title and requisition number above. Those interested may also contact Mags Duke, Human Resources, Pacific Northern, 3116 Belmeade Dr., Carrollton, Texas (972) 512-9053.

This notice is being provided as a result of the filing of an application for permanent alien labor certification for the job opportunity described above. Any person may provide documentary evidence bearing on the application to Certifying Officer, U.S. Department of Labor, Employment and Training Administration, Atlanta National Processing Center, Harris Tower, 233 Peachtree Street, Suite 410, Atlanta, Georgia 30303, Phone: (404) 893-0101, Fax: (404) 893-4642.