
Service/HVAC Purchasing Agent Job Description

Comfort Systems of Virginia, Inc. (CSV) is the leading provider in commercial HVAC, plumbing, piping, sheet metal, and servicing. Since our incorporation in 2006, we have grown our company 12 times the size and have expanded through Virginia and North Carolina areas.

CSV is one of the fastest growing mechanical groups in this area. We are looking for an experienced full-time employee to assist in managing this growth through supports of our daily operations.

Summary: Individuals must possess positive attitude, the willingness to take initiative, strong work ethic, and a drive for excellence with a relentless pursuit of perfection and keen sense of values, ethics, morals, integrity, and character. Must be able to work well on a team. We are looking for conscientious self-motivated individuals who work well with others and has professional customer interaction skills.

General Information:

Job Type: Full-Time

FLSA Status: Non-Exempt

EOE, Drug Free Workplace

Normal Work Hours: 8:00 AM – 5:00 PM Monday thru Friday - (work days and hours are subject to change to meet the needs of the company)

Education & Experience

- High School Diploma or GED equivalent
- Some college courses preferred but not required
- Prior experience in a purchasing role preferred
- HVAC/Mechanical background preferred

Employment Requirements

- Ability to pass drug screening(s)
- Ability to pass background check
- Ability to prove U.S. employment eligibility and provide required documentation for same
- Willing to travel as required; while travel is not expected
- Able to work extended hours when necessary, nights and weekends when necessary
- Must have reliable transportation
- Must have neat and professional appearance
- Must have professional attitude and be reliable
- Must have strong work ethic

Primary Role

Handle the day-to-day inventory responsibilities to provide support to the other organizational warehouse functions. Responsible for all aspects of inventory; compiles and maintains records of quantity, type and value of material, equipment, merchandise, or supplies stocked in establishment. Escalate issues or provide pertinent information to immediate Supervisor for resolution.



Essential Duties and Responsibilities include but are not limited to the following:

- Maintain strong working relationships with our vendors
- Daily processing of Purchase orders
- Follow up with vendors on time deliveries
- Maintain material inventory
- Keep warehouse and yard in clean organized fashion
- Address and report active purchase errors in a timely manner
- Perform any other duties assigned by management.
- Keep up with service van stock
- Report any damaged or non-working tools or equipment to Purchasing Agent for repair
- Transfer tools and materials from service to service tech's van in CE tool inventory

Requirements Qualifications

- Be able to enter orders in Computer Ease and perform inventory
- Proficient in Microsoft Outlook, Excel, Word
- Able to multitask and prioritize based on company needs/team player
- Excellent communication and negotiation skills

Physical Requirements

- Ability to lift a minimum of 25 lbs.
- Ability to sit or stand for long periods of time

Comfort Systems offers a highly competitive employment package. In addition to a competitive wage, we offer health and dental insurance, 401(k), paid time off, holiday pay, training, apprenticeship programs, and advancement opportunities. A drug screening and background check will be performed. Comfort Systems of Virginia, Inc. is an equal opportunity employer. If you would like to find out more about our company and our team, please visit our website at www.comfortsystemsva.com.

