



BETE FOG NOZZLE, INC
50 GREENFIELD STREET
GREENFIELD, MA
01301 USA

Purchasing Agent

Job Responsibilities:

Buy assigned materials and services according to material specifications, blueprints and part descriptions, utilizing the principles of lowest total cost and the best value available.

- Assist in the development and evaluation of assigned new and existing suppliers.
- Expedite production and non-production orders as necessary
- Perform continuous updates of files for additions of new data or correcting old or incorrect data.
- Review invoices for reconciliation to purchase orders for the purpose of approving payment.
- Maintain a positive corporate image and promote sound and fair supplier relations

Qualifications:

Interpersonal/Communication Skills:

- Effective written and verbal communication skills.
- Ability to manage multiple priorities.
- Ability to work as a team member.

Technical Skills:

- Detailed understanding of Purchasing Practices.
- Understanding of basic machining processes.
- Demonstrated ability to use computer software packages (i.e., MS Word, Excel, and FAS)

Educational Qualifications:

- A.S. in Business Management or related field or equivalent experience.

Pay Rate: \$27ph – \$32ph

This job description is intended to describe the general nature and level of work performed by employees in this position. It is not intended to be an exhaustive list of all duties, responsibilities, or qualifications. Management reserves the right to modify duties as necessary to meet business needs.

Why Join Us?

Hands-on, team-oriented work environment. Cross training opportunities across departments. Overtime opportunities. Stable manufacturing environment with growth potential.

How to Apply

To explore current opportunities and submit your application, please visit our website at www.bete.com and navigate to the Careers section. You may also email your resume directly to hr@bete.com

*Please note that employment is contingent upon successful completion of a pre-employment drug screening and background check.

We are proud to be an Equal Opportunity Employer (M/F/D/V).

Benefits to working with BETE:

A competitive benefits package that includes: 401(k) Retirement Savings Program (including a company match), Health, Dental, and Vision Insurance. Flexible Spending Account and Dependent Care Spending Accounts. MA Paid Family Medical Leave, Employer Paid Life and AD&D Insurance(s), Voluntary Family Life Insurance; AD&D & Critical Care, Employee Assistance Program. Vacation Time, Sick Time, Float Time. Employee Referral Program, Tuition Reimbursement, Bi-Annual Discretionary Bonuses (June & December), 8 ½ paid holidays, and an on-site fitness facility.

History of BETE:

Founded in 1950 in Greenfield, MA, BETE operated as a family-owned business until 2024, when Matthew Bete's strategic partnership with EXAIR opened the door to significant opportunities and growth. BETE's established USA manufacturing and strong international presence continue to thrive with the support of our distributor network and growing subsidiaries in Germany and Europe. BETE's spray technology is used worldwide to optimize processes in various markets, including food, beverage, petrochemical, chemical, and pollution control. We manufacture tens of thousands of different products, including fog and misting nozzles, tank cleaning nozzles, material injection nozzles, custom spray lances, fabrications, and spray systems. We offer Advanced Spray Engineering Services to solve more challenging and critical problems, including the ability to perform CFD studies and physical testing. Our decades of experience in spray design and applications engineering, combined with our CNC machine shop, foundry, and spray lab, are used to design, manufacture, and test our products. Our innovations improve sustainable operations in a broad range of industries. We listen to and partner with our customers to ensure the optimal solution for their spraying challenge.