

JOB DESCRIPTION

Job Title: Purchasing Assistant
Department: Materials
Reports To: Inventory Planner / Buyer
FLSA Class: Non - Exempt
Pay Type: Hourly

I have received my job description and understand that I will be evaluated on the requirements set forth therein.

Signature: _____

Date: _____

SUMMARY

Assists Purchasing department with day to day operations. Interacts with suppliers, both foreign and domestic, to maintain pricing and delivery schedules. Interacts with internal personnel as a liaison between supply orders and customer orders.

ESSENTIAL DUTIES AND RESPONSIBILITIES (include the following, however, other duties may apply.)

- Maintain purchase order data
- Enter and maintain container shipments
- Notify sales / customer service concerning delays
- Maintain business system integrity regarding supply orders
- Assist in managing weekly order status reporting
- Review and resolve supplier invoice discrepancies

QUALIFICATIONS

- To perform this job satisfactorily, an individual must be able to perform each essential duty satisfactorily and in a timely manner
- Basic knowledge of supply chain management in a manufacturing environment
- Good organizational skills
- Close attention to detail is essential
- Excellent communication skills
- Strong interpersonal skills
- Must be very proficient, quick and comfortable with personal computer navigation and operation.
- MS Office 2003 and/or 2007, Epicor Vantage
- Knowledge and understanding of the regulations and requirements of operating within a Foreign Trade Zone

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

EDUCATION and/or EXPERIENCE

- 3 to 5 years business experience
- 1 – 2 years purchasing experience preferably in a manufacturing environment
- High school diploma or GED equivalent required

LANGUAGE SKILLS

Effectively communicate with suppliers and fellow employees both verbally and written in the English language. Must be able to write in a professional/business manner. Ability to effectively interpret and translate instructions to other employees in a professional and respectful manner.

MATHEMATICAL SKILLS

Ability to perform basic mathematical computations. Ability to apply concepts such as fractions and percentages to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, draw valid conclusions and resolve discrepancies in a reasonable amount of time.

PHYSICAL DEMANDS

While performing the duties of the job, the employee is regularly required to stand, walk and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

Able to work in a fast paced environment and a minimum of 40 hours per week. The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. The noise level in the work environment is low as expected in an office environment.