



Purchasing Assistant

Responsible for working with a small cross functional team handling a range of purchasing, inventory, and logistics tasks, as well as, various other operational support responsibilities.

Job Description:

- Enter purchase requisitions into ERP system
- Complete vendor management; including identification and qualification of new vendors and negotiation of pricing, terms and delivery times.
- Generate Purchase Orders and follow-up until receipt of goods.
- Properly manage all inventory levels, following a Just in Time philosophy, while ensuring inventory deficiencies never negatively affect production.
- Work with team to define, establish and maintain procedures for all areas of the operation
- Prepare and generate Packing Lists and other related shipping documentation
- Communicate with transportation carriers to coordinate shipments.
- Act as a liaison between Engineering, Purchasing and Operations teams.
- Help to set-up the Inventory and Purchasing modules of a soon to be launched ERP system.
- Perform various other administrative and clerical tasks, as required.

Essential Skills:

- Associates Degree
- 2 or more year's prior procurement experience in the electronics industry.
- Proficiency in MS Office Suite
- Strong interpersonal skills and capable of working collectively in a team oriented environment
- Previous experience using MRP, ERP or equivalent
- Well established oral and written communication skills with a proficiency in the English language.
- Must be a highly organized, self-motivated, detail oriented individual skilled in multitasking.

Non-Essential Skills:

- Bachelor's Degree preferred
- Ability to read blueprints and schematics would be beneficial
- Prior experience handling international shipments