

Purchasing Supply Chain Analyst

RESPONSIBILITIES:

- Maintaining part system information
- Review and report on overstock or understock inventory
- Ordering of Office Supplies
- Ordering of Warehouse/FAB Supplies
- Management of Specific Accounts
- Reviewing and assisting with:
 - Purchase Orders (PO)
 - Vendor Correspondence, such as:
 - PO Confirmations
 - PO Revisions
 - Product Inquiries
 - Vendor Returns
 - Department Projects
 - Annual RFQ Schedule
 - Annual COO / NAFTA Certifications
 - Annual Certificate of Liability Updates
 - Vendor Records Maintenance
 - Work Instruction Revisions

The above statements are intended to describe the general nature and level of work being performed by the individual assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of this position.

QUALIFICATIONS:

- Experience in purchasing, sales, logistics, or manufacturing is preferred, but not required
- Advanced computer skills with Windows Operating System
- Advanced knowledge of Microsoft Office, Excel, and Outlook
- Excellent organizational and time management skills
- Strong analytic ability, attention to details and problem-solving skills
- Strong written and verbal communication skills
- Ability to work independently and with a team