Purchasing Administrative Assistant

Position summary:
As Purchasing Administrative Assistant, you will be responsible for purchase order entries, change orders, invoices, price checks and other tasks within the Logistics/Procurement Department. This position will support the Senior Buyer with filing, typing, record keeping, research, report preparation and systems data maintenance. In addition, this position may answer incoming customer service phone calls, as needed.

Key Accountabilities:
- Preparing quotes to support production requirements
- Create purchase orders
- Enter stock codes
- Monitor purchase order delivery dates, including calls and emails to suppliers for status updates and expediting
- Create and maintain shortages reports for engineering projects
- Assist Senior Buyer on a variety of tasks as assigned.

Required Skills:
- Basic understanding of MRP/ERP or other inventory/order fulfillment software and process (Syspro preferred)
- Computer literate in the Microsoft Office Suite; proficient with Microsoft Excel
- Strong verbal and written communication skills
- Excellent interpersonal/relationship skills
- Consistent attention to detail
- Ability to prioritize and multitask in a fast-paced environment.

Education:
Minimum of High school/Vocational school diploma or equivalent; Enrollment in or completion of a college degree program preferred.

Experience:
One to two years of experience in an office environment. Customer service related experience preferred.

This position is full-time (temporary) with an immediate start date for the right candidate. Position is currently located in Salisbury, MA, but moving to Pease International Tradeport in Portsmouth, NH within the July/August timeframe.

EEOE M/F/D/V