

## Purchasing Assistant

An innovative, expanding, international company rooted in the Annapolis/Kent Island area of Maryland is looking for a talented, experienced, professional with large scale purchasing and contracting experience within the manufacturing space. The Purchasing Assistant is a full-time, onsite, position located in our Stevensville, Maryland office. As a customer centric family-oriented organization, we focus on career-minded individuals searching for their once in a lifetime opportunity to join our winning team! This position will report directly to the Procurement Manager.

### **Duties and Responsibilities:**

- Prepare and issue Purchase Orders to suppliers for stock reorders
- Coordinate sending items for paint and/or third-party services
- Manage Urgent Parts List and verify parts are ordered and received on time
- Process PO Requisition Forms for shop supply requests
- Follow up on Purchase Orders by reviewing Confirmation and Expected Delivery Reports and address issues as needed.
- Other duties as assigned

### **Required Skills/Experience:**

- Bachelor's Degree in Business, Communications, Certificates in Supply Chain or Purchasing preferred
- 1+ years of experience in Purchasing, Material Planning, or Supply Chain Management preferred
- Experience with ERP systems
- Proficient in Microsoft Office Suite
- Ability to work in a fast-paced manufacturing environment
- Detail oriented and strong organizational skills

### **Benefits & Compensation:**

- Salary commensurate with experience
- Company subsidized Medical, Dental and Vision benefits effective the first of the month following 30 days of employment, 401k with 3% Safe Harbor Match, Performance Bonus, 13 paid vacation days, 5 paid sick days and 12 paid holidays.
- Growth opportunities are available