

JOB DESCRIPTION

***** Purchasing Data Entry Clerk *****

Hours: Mon – Friday 8:00-5:00; ***PLUS: every other Saturday from 8:00am – 1:30pm***

Status: Fulltime/Regular

Reports To: VP of Operations

Purpose

To perform a variety of routine purchasing support data entry functions requiring basic knowledge of purchasing/procurement and ERP systems.

Ideal Candidate

Will have previous purchasing/procurement experience; strong data entry / typing / 10-key skills; and be proficient using Excel. Is focused, a quick learner, driven to succeed with high standards of integrity and a Team Player mentality.

Requirements:

- Experience in purchasing/procurement in a manufacturing environment preferred
- Strong data entry/typing skills; 50+ wpm with accuracy
- Familiar with basic purchasing software; ERP systems
- Computer literate with the ability to learn new software programs
- Can compose and maintain Excel spreadsheets and prepare routine administrative paperwork
- Must display and work with a sense of urgency
- Able to work well under pressure and meet deadlines
- Critical thinker with strong attention to detail
- Resourceful and self-motivated; able to work independently as well as in a Team
- Good communication skills; able to communicate professionally and tactfully with vendors
- Strong organizational and follow-up skills
- Proficient in Microsoft Office: Word, Excel and Outlook

Job Duties: responsibilities include, but are not limited to:

- Responsible for “Drop Ships”
- Executing vendor cost updates
- Maintain the BSR (Backorder Status Report)
- Daily data entry updates in ERP software
- Verifying payment and pricing information
- Creating and maintaining Excel spreadsheets, files and logs
- Performing routine clerical duties
- Maintaining accurate data in operating system
- May call on vendors and confirm ETA's
- Will provide purchasing/procurement support as needed
- Performs other purchasing/procurement duties as assigned

Education/Experience:

- High School Diploma or GED equivalent
- Data entry, typing, 10-key skills required
- General accounting knowledge; basic math
- Experience in a manufacturing/automotive environment preferred, but not required