**The Lebermuth Company**

**Job Description**

**Job Title**: Purchasing Assistant **Department**: Purchasing

**Reports to**: Purchasing Manager **FLSA Status**: Non-exempt

|  |
| --- |
| **Summary:** |

Provide administrative support to the Purchasing Department by assisting with maintenance of business transactions and purchasing documentation.

|  |
| --- |
| **Essential Duties & Responsibilities:** |

* Accept and place orders for materials and/or non-inventory items, as assigned (i.e. sample bottles, office supplies)
* Ensure purchase order confirmations are received from vendors
* In conjunction with Department Buyers, follow up with vendors to reconfirm pre-shipment samples are sent timely, ETA’s are on schedule, and necessary documentation for shipment has been secured; update information timely in the system (i.e. delivery dates)
* Work closely with brokers to ensure ISF file and documents for entry are received timely
* Assist Lebermuth Buyers with entry and maintenance of purchase orders for essential oils, chemicals and raw materials
* Utilize the system to run on-order report twice weekly
* Set up new vendors and new item numbers, and update the vendor list, as needed
* Coordinate with Shipping personnel on returns of rejected products
* Maintain data in BPCS to ensure accurate reporting and dissemination of information through the Company
* Develop and maintain internal and external working relationships through timely communication and effective follow up
* Assist with compliance of routing guidelines
* Prepare correspondence on an as-needed basis, as requested by the Purchasing Manager
* Provide purchase order delivery dates to internal departments as needed
* Continually strive to promote a safe food culture, ensuring the production and shipment of safe quality food products
* Other duties, as assigned

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

|  |
| --- |
| **Supervisory Responsibilities:** |

This position has no supervisory responsibilities.

|  |
| --- |
| **Qualifications:** |

Education and/or Experience: High school diploma or equivalent, some college coursework in business or accounting preferred; two years related experience and/or training; or equivalent combination of education and experience.

Language Skills: Ability to read, analyze and interpret business periodicals, professional journals, technical procedures and governmental regulations. Ability to write correspondence that is professional in both content and tone. Ability to effectively present information and respond to questions from Lebermuth departments and vendors.

Mathematical Skills: Ability to apply mathematical and statistical concepts to achieve desired results.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form. Adept at using logic and reasoning to identify solutions to problems.

Computer Skills: Ability to type with accuracy and speed. Strong working knowledge and experience with MRP/ERP systems. Demonstrated expertise in Microsoft Office, particularly Excel.

Certificates/Licenses/Registrations: None required.

|  |
| --- |
| **Physical and Sensory Demands:** |

* Prolonged periods of sitting
* Occasional periods of standing and walking
* Frequent/Daily use of vision abilities for close, distant, peripheral, depth and color recognition, with the ability to adjust focus
* Manual dexterity to type on computer keyboard and to operate office equipment
* Frequent use of hands and fingers to handle, reach, grip, grasp and twist
* Occasional need to kneel, stoop, bend and crouch
* Minimal lifting throughout a scheduled work day
* Occasional need to climb stairs

|  |
| --- |
| **Competencies:** |

* Regularly work in a fast-paced, ever-changing environment
* Strong customer service orientation; ability to cultivate productive relationships with Lebermuth departments and vendors
* Ability to work independently and also as a team player
* Openness to others’ points of view; ability to give and receive feedback in a professional manner
* Ability to read and understand verbal and written instruction on an on-going basis
* Interest and willingness to assist Company Management in moving the business forward
* Ability to exercise sound and accurate judgment
* Demonstrates strong attention to detail
* Ability to prioritize and plan work activities; ability to multi-task; takes an organized approach to work
* Dependable, consistent team player with a positive attitude

|  |
| --- |
| **Work Environment:** |

* While performing the duties of this job, the employee is regularly exposed to perfumes and airborne particles
* Noise level is usually moderate
* Work schedule is generally 8-5pm, but may vary due to business needs