



PURCHASING ASSISTANT

The purchasing assistant is a key role within the purchasing and inventory department. Assists Purchasing department with day-to-day operations. Interacts with suppliers, both foreign and domestic, to maintain pricing and delivery schedules. Interacts with internal personnel as a liaison between supply orders and customer orders. Our purchasing assistant will work well under pressure, have great attention to detail and complete tasks timely.

DUTIES & RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- Review and analyze inventory level daily and make assessments to place purchase orders with suppliers based on sales and market trends to maintain proper inventory levels.
- Reviews purchase order acknowledgements and updates pricing and delivery dates in ERP system.
- Create purchase order, enters expectant order information, monitors receipt status, verifies and approves accurately received shipments.
- Submit RFQ's to vendors. Compare costs among multiple vendors and negotiate for best costs
- Prepare Expediting Report and send to manufacturer to obtain updated ETA's on open PO's.
- Managing open orders, working with vendors, maintaining consistent deliveries.
- Resolve discrepancies with quantity, cost, and quality after delivery and issue claims to vendors when necessary. Thoroughly research inventory variances to make appropriate adjustments.
- Build, develop, and maintain relationships with key suppliers to assure most favorable terms which include pricing, payment terms, fill rate, and delivery time
- Process inventory transactions such as warehouse transfers, adjustments, and receipts.
- Authorizes payment for purchases and forwarding receiving documentation to appropriate accounting party. Maintains updated price lists, ensuring accuracy in invoicing.
- Answer inquiries from Customer Service and Distributor Sales Representatives dealing with ETA's, back orders, and pricing quotes.
- Perform special projects/tasks assigned by the supervisor
- Other duties as needed and assigned by management

REQUIREMENTS AND ESSENTIAL SKILLS ARE, BUT NOT LIMITED TO:

- Background in Purchasing or a similar field is required
- Purchasing experience at least 2 years preferably in a manufacturing environment
- High level of Data Entry accuracy; general math skills
- Self-motivated to perform efficiently with little supervision
- High attention to detail and accuracy
- Willing to work in in a fast-paced environment
- Ability to multi-task and possess time management skills
- Work well with others internally and externally
- Ability to work well under pressure and tight deadlines
- Must be proficient with Microsoft Office products (Word, Excel, Outlook, and Outlook Express)



PURCHASING ASSISTANT - CONTINUED

COMPENSATION:

Nora Lighting offers competitive pay and full benefits package that includes medical, dental, vision and Voluntary Life/AD&D insurance coverage, and a 401(k) plan.

Nora Lighting is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex (including pregnancy), sexual orientation, gender identity, national origin, genetic information, creed, citizenship, disability, and protected veteran or marital status.

Nora Lighting is a Drug-Free Workplace – All Qualified candidates are subject to drug testing

How to Apply: Send an email to engineeringopp@noralighting.com with [job application](#) and resume.