

Job Description

Job Title: Purchasing Assistant	Reports To: Supply Chain Manager
Department: Purchasing	Location: Livermore, CA
Exemption Status: Exempt	Level/Salary Range: TBD

Our Mission

We are an employee-owned company, providing effective automation solutions. We are dedicated to quality and long-term value. Our first priority is to meet and exceed the requirements of our customers.

Powermatic Associates is consistent in delivering products and solutions that simply work. Our reputation has allowed us to grow along with the successes our customers experience.

As a leading Original Equipment Manufacturer (OEM) distributor, it is important to have inventory available, so our customers can anticipate the timely delivery of their tools and/or systems. Some of our standard product inventory includes circuit breakers, contactors, programmable logic controllers (PLCs), and sensors of several technologies. We also inventory raw stock items for our value-added assemblies, in order to reduce lead times.

Behavior Standards

In the performance of the respective tasks and duties, all employees are expected to abide by the following:

- Perform quality work within deadlines with or without direct supervision.
- Interact professionally with other employees, customers and suppliers.
- Work effectively as a team contributor on all assignments.
- Be honest, ethical, and hardworking with a strong desire to succeed.
- Work independently while understanding the necessity for communicating work efforts with other employees and organizations.

Job Purpose

The Purchasing Assistant supports the purchasing team to accomplish tasks in a timely manner.

Principal Duties & Responsibilities (Essential Functions)*

- Save and link order confirmations in our ERP system (P21). Update estimated ship date in P21. Communicate to the team and correcting any Qty/UOM or price discrepancy between PO and order acknowledgement.
- Purchase office and janitorial supplies regularly for our locations. Monitor the usage to avoid interruption. Source from different vendors by comparing price if necessary.
- Report and follow up Non-Conformance report (shortage items) until it's fully closed – credit received, close short PO or get replacement parts. Work with other buyers for damaged or overage items.
- Process and send out monthly Point of Sale reports.
- Manage shared passwords spreadsheet on the shared drive.
- Document and communicate price increases and discontinuation notifications to the team.
- Place PO with major distributors (Buy Out Items) by checking availability and comparing prices.
- Expedite shortages from our production team.
- Data Information Management

**To comply with regulations set forth by the Americans with Disabilities Act (ADA), the principal duties in this job description must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Qualifications & Skills

- Education – Bachelor’s in Business Administration or relevant field
- Minimum of 2 years of purchasing related experience or demonstrated knowledge, skills and abilities to perform the above-mentioned tasks.
- Demonstratable experience in negotiating prices and terms and conditions
- Solid Technical Skills – working knowledge of MS Office 365
- Excellent Communication and interpersonal skills
- Analytic mindset
- Outstanding organizational skills
- Abilities – Financial and Time Management
- Prior product familiarization/knowledge preferred.
- Customer/Client Focused

Working Conditions

Powermatic Associates is a rapidly growing organization and as such our accounting team must be very agile and be comfortable working in an evolving environment. This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. Typical work hours are M-F 8am-5pm.

Travel Requirements

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected.

Physical Requirements

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bending or standing on a stool as necessary. This position requires the ability to occasionally lift office products and supplies, up to 20 pounds.

Direct Reports

This position has no supervisory responsibilities.