

Job Summary

Order Number: NJ0794734

Date Job Order Received: 06/22/2011

Number of Openings: 1

Company Name: Servometer

Job Title: Purchasing / Receiving Assistant

Minimum Experience Required: 3 years, 1 month

Job Description - Purchasing / Receiving Assistant:

Servometer is an engineer-to-order electro-mechanical components manufacturer for the aerospace, defense, medical devices and semiconductor industries with manufacturing facilities in North Jersey. We are seeking a Purchasing Receiving Assistant who will receive raw materials and supplies, maintain stores of supplies and tools, process transactions in the ERP software system, perform cycle counts and reconciliations and back up the purchasing function as required.

This position reports to the Purchasing Logistics Manager.

Please submit your resume and salary requirements via email to mhr@servometer.com

...or fax it to **(973) 785 3019**

Servometer is an equal opportunity employer.

Job Requirements:

Musts:

- 3 plus years experience in receiving or purchasing with a manufacturing company
- Basic PC skills
- 3 years experience with MS Excel and Word.

Wants:

- 3+ years experience with purchasing, receiving or production control ERP software
- Made2Manage or an equivalent manufacturing software program preferred
- 2+ years shop floor experience including receiving and material handling preferred
- Hands on with a strong work ethic
- Excellent initiative, requires minimal supervision
- Strong math skills
- Strong team player

Receiving/Purchasing Assistant Job Description

Reports to: Purchasing / Logistics Manager

Summary Purpose:

- The Receiving/Purchasing Assistant position is primarily responsible for the proper receiving and handling of all incoming materials at Servometer, from raw materials, machined parts, supplies, customer supplied materials, and returned goods.
- The Assistant will maintain supplies inventories in good order and requisition additional supplies for all departments as required.
- The Assistant will conduct cycle counts of physical inventory items and perform other inventory related tasks including reconciliation of balances.
- The Assistant will also perform backup duties to the Purchasing/Logistics Manager, such as order entry and placement and RFQ management, as required.

Duties and Responsibilities:

1. Perform receiving of all materials. Verify content of packages, match to shipping documents, compare to existing purchase order, enter receipts into Made2Manage. Receive and verify shipments of customer supplied materials. Receive and process customer returned material. Deliver received goods to appropriate departments.
2. Maintain stores of supplies and tools. Organize and maintain supplies of tooling, shipping supplies, janitorial and general shop supplies. Place requisitions as necessary to maintain supplies on hand as needed.
3. Cycle count of physical inventory items. Perform cycle count as directed on physical inventory items from lists provided by Purchasing Manager.
4. Inventory reconciliation. Report and reconcile inventory discrepancies as necessary resulting from cycle counts, physical inventories and spot checks as directed. Monitor physical inventory levels on high value items as directed.
5. Back up Purchasing functions as required. Process requisitions and place orders via phone and internet for supplies as directed. Enter purchase orders into Made2Manage for items ordered and approved. Perform follow up on existing purchase orders as directed. Work with suppliers on RFQ requirements and perform entry of returned RFQ data into system.

Miscellaneous Duties:

The Assistant will perform ad-hoc tasks as requested by the Purchasing/Logistics Manager and General Manager as requested. The Assistant may also aid the Production Control Department as needed.

Job Location: Cedar Grove, New Jersey

Starting Pay: Not Specified

Benefits: Not Mentioned

Hours per Week: 40

Duration: Full Time (Over 150 Days)

Work Days: Not specified

Shift: Not specified

Public Transportation: Information not provided

Minimum Education Required: Less Than High School

Driver Licenses, Including Endorsements: No Driver License requirements specified

How to Apply:

East Orange One-Stop Career Office

50 South Clinton Street, 2nd Floor

East Orange, NJ 07018