

We are seeking a Purchasing/Administrative Assistant to join our team in Whittier, CA!

**Responsibilities include:**

Provide direct support to the Buyer/Financial Administrator by maintaining vendor relationships and processing procurement requests for goods and services. Monitor the release of purchase orders, expedite shipments for raw materials and services, and negotiate deliveries. Analyze upcoming customer requirements & resolve scheduling concerns. Coordinate resolution of material shortages with Customer Service and Production to ensure production schedules are met.

Assist Buyer/Financial Administrator with obtaining a timely supply of all items purchased for production and maintenance within his/her area of responsibility. Handle negotiations of delivery with suppliers for materials in accordance with corporate objectives.

Assist with providing production trends data.

Ensures a quality and timely supply of material to meet production schedules. Resolves inventory control issues.

Assist with the processing of Account Payables and reconciles Purchase Order discrepancies.

Perform monthly inventory on MRO and raw materials (paint, metal)

Performs additional duties as required.

**Requirements include:**

Related experience in purchasing or accounting preferred.

Excellent communication, organizational, decision making and follow up skills.

Experience required in a manufacturing environment.