

MinnesotaWorks.Net

Job ID: 12069771

Job Location: Porta-Dock Inc
420 Simon Ave W
Dassel, MN 55325

How to Apply: Phone: Melody Hoffman
(320) 275-3312 Ext. 107

Email: mhoffman@porta-dock.com

Website: <http://www.porta-dock.com>

In Person: Melody Hoffman
420 Simon Avenue W
Dassel, MN 55325

Job Title: Inventory Control / Purchasing Assistant

Work Type: Work Days: Weekdays
Work Vary: No , Shift: First(Day), Hours Per Week: 40, Work Type: Regular

Salary Offered: Unspecified

Benefits: 401(k) or other retirement, Dental Insurance, Health Insurance, Holidays, Sick Leave or PTO, Vacation or PTO, Vision Plan

Physical Required: Unspecified

Drug Testing Required: Unspecified

Education Required: Unspecified

Special License/

Certification Required: Unspecified

Experience Required: Unspecified

Required Skills:

- Two years direct experience in inventory control and administrative experience.
- Knowledge of supplies, equipment, purchase ordering services, and inventory control concepts.
- Must have excellent communication skills, both verbally and in writing.
- Experienced in the creation of excel reports. Ability to reconcile stock counts to report data.
- Clerical, word processing, and/or office skills.
- Database management skills.
- Must be able to work independently, be a self-starter, and also have a positive team attitude.
- Sound analytical thinking, planning, prioritization, and execution skills.

Preferred Skills: Physical requirements:
Ability to sit for extended periods of time, occasional lifting of heavy objects up to 25 pounds.
Employee is required to do repetitive hand and finger movements with computer usage for extended periods of time.

Scheduled hours: Mon- Fri 8:00am-4:30pm and overtime as needed.
100% Employee Paid Health Insurance and excellent benefits.

Driver's License: Unspecified

Endorsement(s): Unspecified

Job Description:

Job purpose

- Monitors and maintains current inventory levels; processes purchase orders as required; tracks orders, items costs, and investigates problems.
- Monitors reorder points and initiate actions to replenish stock.
- Reconciles discrepancies in inventories and notifies management of irregularities.
- Performs routine clerical duties, including data entry, answering telephones, and assisting suppliers and customers.

Responsibilities

- Maintain an organized filing system and execute purchase order process.
- Ensure purchase order process is complete as follows:
 - Create POs
 - PO acknowledgment received from supplier
 - POs received in (packing list, item numbers, count, and price verified
 - Verify invoice information matches the purchase -order details
- Match up the POs, Acknowledgements, receiving packing lists and invoices as they come in.
- Key purchase order requests into E2, print PO, then submit to supplier by fax or email.
- Verify PO acknowledgements from suppliers. Check arrival dates, follow up on missing items.
- Verify POs has been received in, follow up with other departments if missing packing slips for purchase orders.
- Verify invoices have been received in for POs, make sure invoice price matches initial purchase order price. Key invoice information into E2.
- Once inventory purchase order process is complete, approve for payment, forward invoice to accounts payable for payment.
- Main point of contact for suppliers, follow up on discrepancies and estimated time of arrival.
- Process returns per established procedure.
- Records purchases, maintains database, performs physical count of inventory, and reconciles actual stock count to computer-generated reports.
- Compute figures from records, such as production records, sales orders or purchase invoices to obtain current inventory.
- Answer phones pleasantly, provide Customer Service external & internally.
- Enter sales orders, print picking tickets, ship sales orders, print invoices.
- Prepare for fiscal year inventory procedures. Order supplies per process.
- Meet the requirements & standards per job task.
- Performs miscellaneous job-related duties as assigned, assisting team to meet department and company goals.

Refer to ID Inventory/Purchasing when applying