

Assistant Buyer (SE Portland, OR)

compensation: **\$18 - \$20/hour DOE**

employment type: **full-time**

Apply at: Jobs@aimco-global.com

AIMCO, a leading Marketer of Industrial Assembly Equipment and Assembly Systems, provides solutions for threaded fastening applications using state-of-the-art tools and application expertise. AIMCO has been an expert in the assembly and manufacturing industries for over 40 years. Our global market focus centers on Automotive, Electronics, Aerospace, Energy Services, and General Assembly Industries.

AIMCO currently has an immediate career opportunity for an

Assistant Buyer

SUMMARY

Assist Buyers with daily duties relating to procurement and inventory control in both a manufacturing and distribution environment. Provide data entry and assistance to Document Control.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following (other duties as assigned):

- Maintains records, either electronic or paper, in order to provide information to internal customers of the Purchasing Department.
- Prepares and issues approved purchase orders and performs changes as directed by the purchasing personnel.
- Follows up on shortages and maintains accurate delivery dates in the operating system.
- Distributes communications received from suppliers via email or fax to appropriate personnel for information and required action.
- Communicates with suppliers, including freight companies, to obtain information regarding delivery, price and other routine daily communications.
- Assists with inventory records and warehouse personnel to help maintain inventory levels to meet customer demand and business requirements.
- Assists with returning of defective vendor product, requests corrective actions and ensures the return of product or credit.
- Compiles records - such as items purchased, prices and deliveries - to assist in meeting business needs.
- Assists Document Control with data entry in the operating system and helps to maintain an even flow of information with the Engineering Department.

SKILLS

- Must have experience in a manufacturing environment
- Must demonstrate the ability to follow instructions and complete projects in a timely manner by efficiently managing tasks from initiation to completion.
- Must have the exceptional communication skills required to work cross-functionally with other departments to service both internal and external customers.

SUPERVISORY RESPONSIBILITIES None

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- Associate's degree or equivalent; or one to three years related experience and/or training; or equivalent combination of education and experience.
- Must possess strong spreadsheet skills.
- Manufacturing environment assistance and/or procurement experience a plus.

LANGUAGE SKILLS

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or government regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Seventy percent of the time spent in this position is sitting; thirty percent standing and walking.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position is located in a relatively quiet environment with the exception of phone and fax transmission noise.