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If interested contact:
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Full Job Description

Procurement / Sales Support

Local manufacturing company looking for experienced professional to join our procurement team. Successful candidate must have experience in material and product ordering. Experience in the metal industry, metal fabrication with basic understanding of metallurgy and heat-treating processes.

Daily duties will include price shopping material for quotes, minimizing costs and optimizing profits by using smart buying practices.

This position requires strong sales support skills and the ability to work in fast paced environment. Candidate will assist sales by researching and ordering materials, ordering fabrications. Candidate will be responsible for ordering all materials to meet customer orders and inventory stock.

Go to person for Machine parts ordering. Inventory management experience a plus.

Candidate must have experience quoting jobs, generating purchase orders and writing up sales orders. Ability to read blue prints is a must, experience with AutoCAD and Inventor is a huge plus.

Successful candidate must be proficient in Microsoft Word and Excel and have strong communication and customer service skills with the ability to manage small and large jobs.

Interested candidates please submit resume, contact information and salary requirements. Salary based on experience.

Job Type: Full-time Benefits:

- Simple IRA
- Simple IRA matching
- Health insurance 80% paid
- Life insurance
- Paid time off

Schedule:

- 8 hour shift
- Day shift
- Monday to Friday

Experience:

- Negotiation: 1 year (Preferred)
- Procurement: 1 year (Preferred)

Work Location: Warren, Ohio

For more information visit our website:

<http://ADSMachinery.com>

Come Join Us !!!

"One of the most respected employers in the area, known for treating employees fairly"