



Career Opportunity

Purchasing Assistant

Position Summary:

Under direct supervision, this position coordinates activities involved with procuring goods, such as HVAC and solar parts and equipment. Position is multi-faceted and extremely fast paced, and provides an opportunity to work in a team environment. Individual must be able to multi-task, have computer knowledge, HVAC product knowledge and be comfortable working at a desk and on the telephone.

Essential functions:

- New product setup in ERP
- Communicates with vendors to obtain product or service information
- Generate and update intra-company branch product transfers, conduct research to resolve inventory discrepancies
- Release Backorder from report
- Expedite orders as required and provide weekly updates regarding order status
- Review order acknowledgments and advance ship notification, verify accuracy, record order number and estimated delivery dates in ERP
- Generate RA to return product to vendors
- Generated and distribute inventory management reports
- Post product receiving to ERP for branches not on WMS
- Purchase order entry to ERP and vendor web-portals (Advanced)
- Resolve discrepancies of incoming product deliveries with vendors (Advanced)
- Accept ownership for accomplishing existing duties and new projects as requested

Required Talents:

- Associates degree in Business or equivalent work experience
- Minimum of two to four years of general office experience
- Knowledge of Purchasing procedures and computer-based inventory systems
- Ability to communicate effectively verbally and in writing in a professional manner
- Ability to coordinate multiple activities and projects simultaneously and prioritize work with ever-changing deadlines
- Fundamental computer literacy and skills; data entry, produce emails, Intermediate to advanced proficiency in Microsoft Office suite including Excel
- Attention to detail, accuracy and the ability to handle time sensitive projects
- Strong organizational and interpersonal skills

Submit resumes and cover letters to Dawn Kehrwald at: dkehrwald@cfmequip.com

About CFM Equipment Distributors, Inc:

We have been a leading distributor of HVAC and solar products for over 30 years. CFM Equipment Distributors employs innovative, creative individuals that are motivated to succeed. We offer great benefits including medical, dental, 401(k), education assistance, vacation/sick leave and paid holidays. We promote a friendly, cooperative, team environment. Do you want to be a part of a team that values your teamwork and excellence?