

Manpower
Purchasing Administrator

What's in it for you?

- A Shift
- Full time hours
- Competitive pay (Will pay based on experience)
- Temporary to hire, based on performance

What is the Job?

The Purchasing Administrator works closely with Management, Buyers and other personnel supporting Procurement to advance overall organizational objectives. This position serves as an integral link between Procurement, Suppliers and all functional business areas.

- Responsible for providing a system for effective follow up on all open purchase orders to minimize production delays and costly rescheduling due to shortage of purchased material
- Proactively contact colleagues and suppliers so they are aware of the status of their purchase orders.
- Continually check with suppliers to ensure that delivery will be possible on the predetermined dates
- Communicate potential price/delivery chances, delays, or technical/engineering questions from the supplier to the appropriate buyer/personnel in a timely manner
- Use the SAP Open Purchase Order Report to determine the following order statuses:
 - Late to supplier confirmed delivery date (daily). This information must be communicated to the appropriate buyer and supplier
 - Unconfirmed delivery dates
 - Rescheduled via MRP (continuous / weekly)
- Support production
 - Attend and participate in Production meetings
 - Reschedule Delivery dates (Move in/Move out) with suppliers
- Enter supplier Delivery dates into the SAP system
- Enter any supporting delivery information and key notes into the "Item Internal Test" field in the Purchase Order

What do you bring to the Job?

- Proficiency in Microsoft Word, Excel and Access Software
- Experience in manipulating windows based MRP/ERP manufacturing software
- SAP experience preferred
- Two year degree and / or two to three years of relevant experience (purchasing or planning) preferably in a manufacturing environment**
- Strong communication skills (verbal and written)
- Ability to perform in a high paced environment
- Ability to pass a background check
- Ability to pass a drug test

Stop your job search and apply today. Do you need more information? Contact our recruiters at 585-227-6008. We love referrals so please share our job with friends and family

Anyone interested can either send me their resume Kristin.smith@manpower.com , (or apply online at www.manpower.com)