

04/04/2024

AndyMark, Inc.

Position: Purchasing and Quality Technician

Reports to: Director of Purchasing

Supervisory Responsibility: This position has no supervisory responsibilities

Job Summary and Key Objectives: This position works with the inventory system to obtain and manage incoming parts and quality goods, assists receiving, and acts as a liaison with Engineering and Finance.

Key Responsibilities and Tasks: *Reasonable accommodations may be made to enable individuals with disabilities to perform the responsibilities and tasks.*

- Order and track purchases in the Fishbowl system; communicate status with internal stakeholders
- Coordinate the quality non-conformance process, work with engineering and vendors to ensure resolution of issues
- Work with Kanban program, review parts to transition on/off, cross-check data for accuracy
- Perform forecasting, investigation, and analysis on parts
- Order weekly supplies for company, as needed
- Perform all other duties assigned by the Director of Purchasing

Required Skills and Abilities:

- Able to meet deadlines, multi-task, and demonstrate effective time management
- Able to follow directions and work independently with minimal supervision
- Able to use software involved with purchasing (Fishbowl, MS Excel, MS Word, Google Sheets)
- Excellent verbal and written communication skills
- Able to meet deadlines, multi-task, and demonstrate effective time management

Education and Experience:

- High School Degree or equivalent preferred
- General personal computer knowledge

Work Environment: This position operates in a professional office environment. This role routinely uses standard office equipment such as computers, telephones, photocopiers, and filing cabinets.

Physical Demands: The physical demands described are representative of those that must be met by an employee to successfully perform the responsibilities and tasks of this position.

While performing the duties of this job, the employee is regularly required to speak and listen. The employee frequently is required to stand, walk, use hands and fingers to handle/feel, and reach with hands and arms.

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Travel: This position does not require traveling

EEO/AAP Statement: *AndyMark, Inc. provides equal employment opportunity to all individuals regardless of race, color, creed, religion, gender, age, national origin, disability, veteran status, and sexual orientation or any other characteristic protected by state, federal, or local law.*

NOTE: The responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the company. Duties, responsibilities, and activities may change at any time with or without notice.