

Purchasing Assistant

An innovative, expanding, international company rooted in the **Annapolis/Kent Island** area of **Maryland** is looking for a talented, experienced, professional with large scale purchasing and contracting experience within the manufacturing space. The **Purchasing Assistant** is a full-time, onsite, position located in our Stevensville, Maryland office. As a customer centric family-oriented organization, we focus on career-minded individuals searching for their once in a lifetime opportunity to join our winning team! This position will report directly to the Procurement Manager.

Duties and Responsibilities:

- Support the team as needed by issuing Purchase Orders to suppliers to suppliers for stock reorders and other internal teams
- Assist with the coordination of sending items for paint and/or third-party services
- Process PO Requisition Forms for shop supply requests
- Follow up on Purchase Orders by reviewing Confirmation and Expected Delivery Reports and address issues as needed
- Assist in tracking receiving exceptions and reporting discrepancies to the Procurement Team
- Support NCR (Non-Conformance Report) and DMR (Discrepant Material Report) tracking
- Maintain Supply Chain master data in the Enterprise Resource Planning (ERP) system
- Collaborate with team to maintain, update and train to ISO 9001:2015 standard operating procedures, work instructions, forms and other controlled documents
- Provide general administrative support to Purchasers and the Procurement Teams
- Participate in team meetings and support cross-functional coordination as needed
- Other duties as assigned

Required Skills/Experience:

- Degree in Business, Communications, Certificates in Supply Chain or Purchasing preferred
- 0-1 years of experience in Purchasing, Material Planning, or Supply Chain Management preferred
- Experience with ERP systems (Preferred: Epicor, or similar)
- Proficient in Microsoft Office Suite
- Ability to work in a fast-paced manufacturing environment
- Detail oriented and strong organizational skills

Benefits & Compensation:

- Salary commensurate with experience
- Company subsidized Medical, Dental and Vision benefits effective the first of the month following 30 days of employment, 401k with 3% Safe Harbor Match, Performance Bonus, 13 paid vacation days, 5 paid sick days and 12 paid holidays.
- Growth opportunities are available