

Job Description



Job Title: Procurement Associate
Department: Supply Chain
Reports To: Regional Supply Chain Manager
FLSA Status: Full Time / Non Exempt

Summary: The Procurement Associate is responsible for data entry and processing invoices with occasional assistance in assembly tasks.

Key Duties and Responsibilities include the following. Other duties may be assigned.

- Create part numbers in ERP system requested by the team
- Prepare and enter internal and external purchase orders
- Data entry for Inter-company orders
- Enter transfer orders
- Process drop ship invoices
- Filing and/or scanning of documents
- Create work order and handle light assembly of OEM product and sales samples
- Assist warehouse in re-packaging, re-labeling, re-counting products when necessary

Skills:

Oral Communication Skills	Computer Literacy
Written Communication Skills	Fast Accurate Data Entry
Time Management	Detail oriented
Multi-tasking	

Qualifications:

- High school degree or equivalent
- Prior data entry experience
- Proficient in Microsoft Office
- Experience with using ERP system required

For more information, please send resume to careers-usa@senko.com.