

Purchasing Assistant



Terryberry is looking for a purchasing assistant to join our team. The position requires basic office experience, and is well suited for those that are detail-oriented and enjoy a fast-paced environment. Ideal candidates will have intermediate computer skills and customer service or purchasing background. This position has a hybrid schedule working two days a week in the office and three days remote.

About Terryberry

We are Terryberry, the recognition and engagement company that ignites employee success. While we have been in the business of employee recognition for +100 years, we are entering one of the most exciting times of our history as we transition to an employee engagement SaaS led organization. We are headquartered in Grand Rapids, MI; with locations throughout North American and the UK. Are you interested in joining a dynamic growth company which has a real purpose?

Responsibilities

- Respond to and investigate internal & external supply chain inquiries in a timely manner
- Interact with Sales, Accounting, Customer Service, and all depts throughout the organization
- Create, manage, and send purchase orders using multiple systems
- Communicate with manufacturing on receipts/damages/inventory adjustments, etc.
- Process product returns by engaging vendors for return authorizations
- Run reports and manage open purchase orders for accuracy
- Communicate and process order changes and approvals
- Work with Buyers on supply chain and order issues
- Collaborate with the Purchasing team regarding improvement opportunities in our processes
- Process and direct vendor invoices to the appropriate groups
- Data entry for processing and maintaining records

Skills and Experience

- Some college preferred, Business or Supply Chain, or equivalent experience
- 2+ years experience in an office environment
- Proven ability to perform in a fast-paced environment
- Ability to meet deadlines while managing multiple tasks/priorities
- Proficiency with MS Office Suite, particularly Excel
- Excellent professional written/verbal communication skills
- Experience with Salesforce (CRM) or Syspro (ERP) a plus
- Strong self-motivation, initiative, and critical thinking

Email your resume to dlarson@terryberry.com