

Purchasing Assistant

Terryberry's Purchasing Assistant (PA) is well organized, energetic, and expected to carry out the day-to-day tasks. The successful PA is someone who thrives in a fast-paced environment, has a high attention to detail, and can cross-train within the department.

This individual will need to contribute to the department's continuous improvement journey, is an innovator, and has an eye for spotting market trends. The PA will work with the Purchasing Department to document and develop Standard Operating Procedures.

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?

Email your resume to careers@terryberry.com

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, and enter claims.
- Process product returns by engaging vendors for RMA's
- Run reports and manage open purchase orders for accuracy
- Communicate and process order changes & approvals
- Work with Buyers on Domestic & International supply chain issues
- Process vendor invoices & credits to the appropriate groups
- Data entry for processing and maintaining records

Skills and Experience

- 2-5 years' experience in a business supply chain environment required
- Ability to critically think, high comfort level working in multiple systems
- Proven ability to perform in a fast-paced environment
- Strong attention to detail – highly organized
- Ability to meet deadlines while managing multiple tasks with the capacity to quickly prioritize and re-prioritize tasks
- Proficiency with MS Office Suite, particularly Excel
- Excellent professional written/verbal communication skills
- Experience with Salesforce (CRM), Syspro (ERP), or SAP Concur (Accounting Management), a plus
- Strong self-motivation, initiative, critical thinking, and results oriented
- Prior experience process mapping is a plus