



Purchasing/Warehouse Coordinator

Why Join TSG?

TSG provides customized, integrated security solutions and have delivered well designed systems with highly reliable components for more than 40 years. Our staff is highly trained in designing, engineering, and installing fire, security, and access control systems—with a passion for providing the most effective, efficient, and sustainable solutions possible.

TSG has proudly created a work culture that is built upon uncompromising ethics and values, cohesive work teams, and the promotion of employee growth and development. TSG rewards diverse and creative thinking, and a willingness to own challenges as they arise.

Under the direct supervision of the President/CEO, this role provides administrative support for all Purchasing and Warehouse activities.

The Things You'll Do:

- Administrative, clerical and systems support of all procurement related activities.
- Coordinate various activities related to purchase orders including entering data into purchase order system and placing purchase orders.
- Manage and ensure the timely status changes of purchase orders.
- Effectively communicate purchasing and receipt information to key project personnel including, but not limited to Project Managers, Sales, and Operations Manager.
- Coordinate the timely return (RMA) and credit receipt of all materials returned to suppliers.
- Expedite open purchase orders.
- Staging deliveries including verifying the contents of the delivery to packing slips against purchase orders.
- Record receipt of materials, stage materials by project, and notifying team when all project material has been received.
- Maintain min/max levels of designated materials.
- Maintain preferred supplier monthly performance metrics.

- Support creating and maintaining databases and spreadsheets as required.
- Comply with all company purchasing regulations, policies and procedures.
- Must comply with all company safety and personnel policies.
- Load/unload equipment and materials in a timely manner as not to delay production for projects.
- Keep warehouse equipment clean and in good working order.
- Cleaning/organizing the warehouse.
- Inventorying materials and tools.
- Receive and unload deliveries with hand truck.

The Skills, Education and Work Experience You'll Need:

- Proficient with Microsoft Office Suite (Outlook, Excel, Word, PowerPoint, Microsoft Project)
- Experience with ConnectWise and QuickBooks a plus.
- Associates or bachelor's degree in Business or Accounting and other Certification(s) relevant to the position (e.g., SCPC, CPP) preferred.
- 1-3 years' experience in a purchasing/warehouse role preferred.

The Legal Stuff:

Technical Systems Group, Inc. conducts business with government entities that requires a security background check with fingerprints. To be considered, all hired personnel must be able to pass this form of security clearance.