



Purchasing & Warehouse Associate

Position Purpose:

The Purchasing & Warehouse Associate is responsible for maintaining inventory, purchasing equipment based on planned project orders, vendor and supply management, receiving shipments and maintaining the warehouse facility. Overall, responsible for carrying out all company goals and objectives as it relates to this position. Furthermore, all employees are expected to adhere to the following:

- Adhere to the Vision, Mission, and Values of the company and generally be a good person!
- Perform a quality standard of work, adhering to timelines, with little direct supervision.
- Conduct themselves with professionalism among employees, customers, vendors, and the general public.
- Perform as a team collaborator and contributor on all assignments.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.
- Perform any other duties as required in furtherance of the company goals

Essential Job Functions/Responsibilities:

- 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 orders while expediting open 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.
- Receiving deliveries by 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.
- Coordinate with operations to stage materials by project and technician.
- Maintain min/max levels of designated inventory, equipment, and tools.
- Maintain preferred supplier monthly performance metrics.
- Support creating and maintaining databases and spreadsheets as required.
- Comply with all company purchasing regulations, policies and procedures.
- 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.
- Receive and unload shipping deliveries with hand truck
- Perform other related duties as assigned

Special Requirements:

Technical Systems Group, Inc. conducts business with government entities that require drug testing and a security background check with fingerprints. The person working in this position must pass this form of security clearance to work here.

Technological:

- Proficient with Microsoft Office Suite (Outlook, Excel, Word).
- Experience with Quick Books software is preferred
- Job costing and/or accounting knowledge is a plus
- Experience with ConnectWise a plus
- Ability to navigate a relational database and utilize the internet is also required.

Knowledge:

- Knowledge of card access, fire alarm and control systems
- Strong communication, interpersonal, and customer service skills
- Time management, attention to detail, and organizational skills
- Good mathematical skills with the ability to read, understand and create credit/debit reports.

Education/Work Experience:

- High School Diploma or GED required.
- Associates Degree in Business is preferred.
- 1-3 years' experience in a purchasing/warehouse role preferred

Supervisory Responsibility:

This position has no direct supervisory responsibilities but will provide general direction to necessary personnel.

Work Environment:

This job primarily operates in a professional office environment using standard office equipment such as computers, phones, copiers, and the like. Warehouse time will be required and may necessitate the use of appropriate personal protective equipment.

Physical Demands:

While performing the duties of this job, the employee is:

- Frequently required to sit, stand, walk, or climb stairs.
- Ability to lift up to 50 pounds at a time.

Hours of Work:

Standard hours of operation are Monday through Friday, 8:00 a.m. until 5:00 p.m. with a one-hour lunch. There is some flexibility of hours allowed with prior approval from manager.

Travel:

This position does not require travel.

EEO Statement:

Technical Systems Group, Inc. (TSG) provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, TSG complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

TSG expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of TSG's employees to perform their job duties may result in discipline up to and including discharge.

NOTE: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.