



INNOVATION BEGINS WITH **ALADDIN**

Position: Project Purchasing Assistant

Location: Waukesha, WI

Full-Time/On-Site

Non-Exempt: Eligible for overtime pay

Standard Hours: 8am-4:30pm Monday-Friday

Travel: None

Reports to: Engineering Manager, Controls
Engineering Manager, and President

Job Description:

The successful candidate will enjoy the variety, fast pace and challenges of working for an industry leader of custom designed and built OEM automation systems.

As a key member of the Project Team, the Project Purchasing Assistant will help source, price, purchase, catalog, and facilitate the purchasing process for a wide variety of commodities (metal, brass, plastic, etc.), fabrications (stampings, castings, etc.), electro-mechanical parts (components, subassemblies, systems, etc.), outside services and other critical workings needed to build this company's high mix/low volume product offerings.

Responsibilities Include (but are not limited to):

- Take continuous direction from engineering about project needs and current priorities to ensure the timely flow of material throughout the life of each project.
- Work directly with vendors to obtain and confirm pricing, availability and delivery; coordinate changes/developments between company and vendors.
- Maintain vendor master data and facilitate positive outside vendor relations.
- Create Purchase Orders that adhere to the company's policies and procedures.
- Maintain all records associated with the purchasing function, including the accurate input of parts, cost, delivery and other job-related information into the ERP system.
- Monitor outstanding orders to ensure availability, quantity, delivery dates, quality and vendor compliance with terms of purchase.
- Provide vendor updates and relevant information to engineering, sales and accounting as they arise.
- Evaluate delivered order accuracy and vendor performance; collect feedback from the shop floor, receiving and engineering to determine the source of any issues and orchestrate corrective action.
- Initiate a review of unused inventory for each completed project and process returns in a timely manner.
- Work with Accounts Payable to address and resolve invoice discrepancies.
- Provide timely responses to inbound email messages and follow-up to outbound correspondents.
- Assist with answering, screening and routing incoming phone lines along with handle all inbound/outbound calls pertinent to the purchasing function.
- Provide assistance with sourcing, business support tasks and a variety of special projects as needed.

(over)

Experience Required:

- A minimum of 3+ years' experience in procurement.
- Previous experience and/or knowledge of accepted purchasing procedures in a Manufacturing environment.
- Proficient in Microsoft Office with high level Excel experience.
- Hands on experience working with an ERP system such as SAP, SyteLine, Dynamics, etc. Experience with Aptean Traverse, a plus.
- Outstanding organizational and time management skills.
- Strong written and verbal communications experience.
- Highly proficient at prioritizing and troubleshooting issues as they arise and resolving in a dynamic manner.
- Ability to lift up to 50lbs.

Education: High School Diploma or equivalent required, Associate Degree preferred.

Compensation:

- \$20.00 - \$25.00 hourly, depending on experience.
- Competitive Benefit Package available and opportunities for personal and professional growth.

FOUNDED IN 1953...Aladdin Engineering & Manufacturing has designed and built custom machines and systems for major manufacturers across a range of industries. In doing so, it has established itself as one of the most experienced companies for custom automation manufacturing equipment in the United States. Currently, a third-generation family-owned business Aladdin continues to achieve new levels of production, efficiency, precision, and quality in Automated Assembly, Control Systems, Assembly Presses, Robotic Integration, and Test Systems.

For consideration of this outstanding opportunity, please send your resume to: HR@AEM-Aladco.com