

PURCHASING EXPEDITOR

Position Overview:

Industrial Sales Company is an Olathe, KS based business serving the Irrigation, Municipal, and Utility markets. We have an opening for an energetic individual looking to join our Purchasing/Inventory team. Job responsibilities include but are not limited to supporting the Purchasing Department with a variety of clerical tasks such as reviewing and verifying purchase orders and invoices for payment, generating purchase orders, maintaining vendor accounts, and maintaining price lists. The Purchasing Expeditor will also assist with data entry, determining inventory requirements, maintaining product part numbers and maintaining databases. The Purchasing Expeditor will work closely with the Warehouse and Sales/Service Departments. Industrial Sales offers a competitive salary/compensation package with health, dental and life benefits.

Qualifications:

We are an equal opportunity employer. The ideal candidate for this position would possess:

1. Initiative
2. Excellent attention to detail
3. Ability to work at a fast pace
4. Knowledge of standard purchasing procedures and inventory control practices
5. Knowledge of standard accounting procedures and practices
6. Good verbal/written communication skills
7. Basic computer skills with a proficiency in Microsoft Office (Excel, Word & Exchange)

Knowledge required by this position would generally be acquired with two years of college education, followed by one or more years of successful experience in a related position.

If you are a proactive individual interested in joining a well-established company then please submit your resume, references and salary requirements by email to iscresume@industrialsales.us or mail to:

Industrial Sales Company, Inc.
Attn: Purchasing Expeditor Position
1150 W. Marley Rd.
Olathe, KS 66061

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