

Position: Purchasing Specialist
Location: Warsaw, IN (onsite)
Department: Operations
Reports To: Purchasing Manager
Classification: Non-exempt; Full-time
Hours: 8:30 am – 5:30 pm
Salary Range: \$21 - \$24 per hour

Mission

As a Purchasing Specialist at Stran you will be part of a rapidly growing organization with a focus on controlling, analyzing, and procuring inventory for our clients.

Responsibilities

- Performs daily analysis of product usage and reorder reports on assigned inventory accounts
- Preparing PO's into ERP software for approved inventory purchases
- Identifying, analyzing and addressing gaps in inventory processes to better the overall workflow
- Ensures all documentation and contracts related to inventory flow is complete, accurate and filed correctly
- Monitoring the status of inventory orders to ensure they are delivered in a timely manner
- Updating the inventory database and fulfillment partners with new or discontinued inventory items as needed
- Coordinating and communicating with vendors to ensure that products ship on time and in proper quantities
- Scheduling LTL's of finished goods from manufacturing facilities to fulfillment centers on larger orders
- Generate and send packing slips to vendors and fulfillment centers for orders as required
- Controlling inventory costs by keeping track of pricing changes and notifying account owner
- Preparing reports for inventory accounts as part of weekly or monthly routines or upon request from management, client service or sales team
- Assist in managing Purchasing team inbox
- Other duties and projects as assigned

Requirements & Experience

- Proficient in the different e-commerce platforms we offer (NetSuite, Magento, Webjaguar, CoreXpand, nexTouch, Shopify, etc.)
- Proficient in accounting and ERP software's
- Proficient in Microsoft Office programs – Outlook, Excel, PowerPoint, and MS Word
- 3+ years' experience in a professional/office work environment
- 1+ years' experience in the Promotional Products or similar industry - preferred
- Bachelor's degree in Purchasing, Business Administration, Logistics, or a related field – experience without degree will be considered

Skills & Knowledge

- Proven work experience in Purchasing or a similar role
- A team player and able to work collaboratively
- Complete knowledge of inventory and supply chain processes
- Familiarity with inventory management software's
- Good communication skills
- Strong analytical and problem-solving skills
- Having an eye for detail
- Ability to work under pressure
- Excellent time management and organizational skills

Benefits-The current Healthcare package is Blue Cross Blue Shield Healthcare, HMO or PPO plan. Stran contributes 65% of the monthly premium. Stran & Company, Inc. also offers a section 125 Flexible Spending Account, Dental Insurance, Group Life Insurance, Short- and Long-Term Disability and Vision Insurance. Benefit coverage will begin after the completion of working full time for 30 days at Stran. Stran also offers a 401K retirement savings plan with a company match of 3% of your annual salary-up to the legal maximum. Stran offers Unlimited Personal Time off after working full time for 90 days. You must give at least two weeks' notice prior to taking time off whenever possible. All time off is at your manager's discretion and must be approved before any time off is taken. Stran offers a generous holiday schedule each year.

Interested candidates should submit a resume, and cover letter for consideration. Relocation expenses will not be covered. Looking for applicants within 30 minutes of Warsaw Indiana. Please send all inquiries to careers@stran.com

Stran Promotional Solutions | Stran.com 501 Argonne Road | Warsaw Indiana 46580