

Position: Purchasing Specialist

Location: Warsaw, IN

Department: Operations

Reports To: Purchasing Manager

Classification: Non-exempt; Full-time (Monday-Friday) Day shift

Salary Range: \$20 - \$22 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
- Other duties and projects as assigned

Requirements & Experience

- Proficient in the different e-commerce platforms we offer (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
- 2+ years' experience in the Promotional Products or similar industry
- Bachelor's degree in Purchasing, Business Administration, Logistics, or a related field – experience without degree will be considered

Skills & Knowledge

- Proven work experience as an Inventory Coordinator 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

What Success Looks Like

- Entering and sending PO's for all approved inventory purchases within 24 hours of hitting reorder report
- All internal parties involved in a new or existing inventory purchase are communicated with on any updates regarding the order
- The ability to quickly and successfully problem solve issues as they arise with clients, vendors, or fulfillment centers

Stran Benefits & Perks

- Unlimited PTO
- Medical, dental and vision insurance
- IRA – company matching up to 3%
- Flexible work environment with the possibility of remote work
- Flexible Spending Account
- Employee Assistance Program
- Life Insurance
- Long and Short-term disability
- Free onsite parking

Interested candidates should submit a resume, cover letter for consideration. Please email us at careers@stran.com

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