

Job Description

Job Title: Materials Assistant
Reports to: Area Manager
Location: Ft. Worth, Texas

Essential Duties and Responsibilities

1. Place purchase orders for Maintenance, Repairs, and Operations along with other items.
2. Prepare reports, correspondence, purchase orders, requests for quotes under the direction of buyers.
3. Be able to receive/inventory material when requested by manager.
4. Process item master changes.
5. Maintains stock inventory levels.
6. Perform cycle counts and end of month inventory.
7. Enter data in various data bases, spreadsheets in an accurate and timely manner.
8. Perform other activities as assigned by manager.

Education / Experience Requirement

1. High school diploma
2. 1-3 years clerical experience.
3. Clerical experience in a materials/manufacturing environment helpful.

Specific Skills Required

1. Proficient with Excel, Word, Outlook, etc.
2. Strong data entry skills, alpha and numeric.
3. Office machine operation (copier, fax, etc.).
4. Dependable, self-motivated, and detailed oriented.
5. Good verbal, written, and phone communications skills.

Other Duties and Responsibilities

This job may include other duties and responsibilities as assigned by the manager. These may change as needed.

Physical Demands

Must have the ability to work on a computer at a desk for long period of time and walk short distances in an industrial setting. Must be able to lift up to 15 pounds at times.

Work Environment

General office environment. Exposure to machine noise in a climate-controlled environment when walking through the factory area.

I have read this Job Description and understand it.

Employee Name (print) _____

Employee Signature _____

Date _____