



National Electrostatics Corp.

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Great benefits in a dynamic workplace that is respectful, friendly and fun – we are a team that is committed to making and keeping our customers very happy!

This is a regular full-time position (8 hours/day, Monday - Friday). Safe work habits, attention to detail, accuracy, good attendance and organization, the ability to work and think independently, along with the ability to work cooperatively with others in a positive, professional manner are expected. Benefits include paid holiday, vacation, sick leave, disability, life insurance, employer-sponsored group health, group dental insurances, 401(k) retirement plans and ESOP. Must be able to pass a drug screening, and a background check will be performed.

Job Title: PURCHASING ASSISTANT

Job Level: Non-Exempt (Hourly)

(Work Hours: 7:30 AM – 04:00 PM)

Essential Duties:

1. Enter data for purchase orders of raw materials, parts, machines, equipment, supplies, services, etc.
2. Contact suppliers for product information, availability, price and terms, order placement and order status updates
3. Copy, distribute, organize, and file purchasing documents. Maintain filing, records management
4. Sit at front desk and assist incoming visitors (usually only a few per day)
5. Maintain up-to-date vendor information records
6. Work cooperatively with other departments to ensure their supply requirements are met.
7. Learn the duties of the purchasing agent, to be able to serve as a backup
8. Other similar tasks may be assigned as needed

Education Requirements:

Education beyond high school in purchasing, accounting, or other similar field

Skills and Experience:

1. Familiarity with purchasing processes and procedures
2. Good oral and written communication skills in English
3. Experience with PC based computer systems running Windows and online searches
4. Experience with Excel software preferred
5. Work experience in a purchasing department preferred
6. Training or experience in an engineering or science field is preferred

Physical Requirements:

1. Keyboard data entry and typing skills and the ability to use a calculator, etc.
 2. Eyesight vision of, or corrected to, 20/20.
 3. Some tasks require standing at a copier, fax machine, etc.
 4. Ability to lift 10 pounds.
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