



## **National Electrostatics Corp.**

7540 Graber Road, P.O. Box 620310  
Middleton, WI 53562-0310  
U.S.A.

Tel: (608) 831-7600

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Web: <http://www.pelletron.com>

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### **Purchasing Assistant**

As the world leader in the manufacturing of electrostatic ion beam accelerator systems, National Electrostatics Corp. (NEC), is always looking for the best, quality candidates to join our team. Being a part of the NEC team offers many rewards including being part of an environment where we want to see you grow and succeed. We are an employee-owned company that has been in business for over 50 years. Benefits include paid holidays, vacation, and sick leave, paid disability and life insurance, dental & group health insurance and retirement plans.

This is a full-time, entry level position with the ability to work independently as well as work collaboratively with others in a positive and professional manner. The ability to stay organized, juggle multiple projects at once, great time management skills, excellent problem-solving abilities, and very detail oriented.

#### **Responsibilities:**

- Enter data for purchase orders of raw materials, parts, machines, equipment, supplies, services, etc.
- Contact suppliers for production information, availability, order status, price and terms.
- Track purchase orders.
- Copy, distribute, organize, and file purchasing documents.
- Maintain up-to-date vendor information records.
- Work collaboratively with other departments.
- Assist with inventory management.
- Assign stock (components/parts) to active projects/jobs.
- Determine which parts require Quality Assurance and MSDS labeling.
- Other duties as needed.

#### **Education/Experience:**

- Associate degree in business preferred.
- High school diploma or equivalent.
- 0 to 1 year of work experience.

#### **Skills:**

- Detail oriented
- MS Office - Excel
- Mechanical knowledge a plus
- Data entry
- Communication



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- Customer Service
- Research
- Time Management
- Sustainability
- Negotiation
- Problem Solving
- Analytical
- Relationship Management

### Physical Requirements:

- Eyesight vision of, or corrected to, 20/20
- Sitting for long periods or times but not limited to standing and walking throughout the day.

*This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship. NEC is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, status as a veteran, and basis of disability or any other federal, state, or local protected class.*

Visit [www.pelletron.com](http://www.pelletron.com) to find out more about NEC and our products and apply!