



## **National Electrostatics Corp.**

7540 Graber Road, P.O. Box 620310  
Middleton, WI 53562-0310  
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Tel: (608) 831-7600

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

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### **About Us:**

At National Electrostatics Corp. (NEC), we are dedicated to providing high-quality products and services. We are seeking a detail-oriented **Purchasing Assistant** to join our dynamic team and support our procurement processes. This role involves placing orders, filing, and establishing relationships.

### **Job Summary:**

The **Purchasing Assistant** will assist the Purchasing Agent in managing inventory, sourcing suppliers, and ensuring timely procurement of goods and services. This role requires strong organizational skills, attention to detail, and the ability to work collaboratively in a fast-paced environment.

### **Key Responsibilities:**

- Assist in sourcing and evaluating suppliers for materials and products.
- Prepare and process purchase orders, ensuring accuracy and compliance with company policies.
- Maintain inventory levels and track incoming shipments.
- Communicate with vendors regarding order status, delivery schedules, and pricing.
- Assist in maintaining accurate records of purchases and supplier performance.
- Collaborate with other departments to ensure timely delivery of products.

### **Qualifications:**

- Strong time management skills.
- Excellent communication and problem-solving skills.
- Proficient skills with MS Office - Excel.
- Mechanical knowledge a plus.
- Ability to work independently and as part of a team.

### **Education/Experience:**

- Associate degree in business preferred.
- 1 to 2 years of work experience in a purchasing position.



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### Why Join Us?

- Competitive salary and benefits package.
- Opportunities for career growth and advancement.
- A supportive and collaborative work environment.

### How to Apply:

If you are passionate about procurement and want to be part of a dedicated team, please submit your resume to [personnel@pelletron.com](mailto:personnel@pelletron.com) or apply online at Careers - National Electrostatics Corp. ([pelletron.com](http://pelletron.com)) using our quick 3-minute application.

*NEC is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.*