

Job description: Buyer/Shipper/Receiver

Position Summary:

Whether they are research professors developing new and exciting engineered materials for tomorrow's applications or Fortune 500 companies developing the latest devices, our customers have something in common: they need to do something exciting and new. When their requirements are unique and typical run-of-the-mill deposition equipment won't cut it, they turn to PVD Products for unique and creative solutions. We can take on these tough challenges because equipment design and manufacturing is at the core of our DNA.

If the opportunity to work in this small, fast-paced environment surrounded by passionate, talented people appeals to you, and you have the drive to contribute to our future success, then come join us!

Duties:

Purchasing:

- Purchases goods, materials, components or services
- Supports the purchasing function and other relevant departments and communicates any supply problems which may impact on business operations
- Builds, maintains and manages supplier relationships and keeps up good communications

Shipping & Receiving

- Determines method of shipment and prepares bills, invoices and other shipping documents, including international shipments.
- Assembles containers and crates, packs goods to be shipped, and prepares identifying information and shipping instructions.
- Oversees loading and unloading of goods from trucks, etc.
- Inspects and verifies incoming goods against invoices or other documents, records shortages and rejects damaged goods.
- Unpacks and routes goods to appropriate kits or stockroom areas.
- Maintains internal ERP system records.
- May operate forklift, hand truck or other equipment to load, unload, transport and store goods.

Skills:

- Has strong attention to detail.
- Able to work with a team.
- Has good communication skills.
- Has good organizational skills.