



## INDUSTRIAL SALES COMPANY PURCHASING CLERK

### **POSITION LOCATION:**

Olathe, Kansas Corporate Facility

### **COMPANY OVERVIEW:**

Industrial Sales Company is a 50-year established Kansas based distributor of pipe, valves, fittings and equipment focused on servicing the needs of the Commercial, Industrial, Institutional, Municipal, Residential and Utility industries. We offer competitive compensation, "employment incentive" and benefits package. We are an equal opportunity employer and perform background and driving record checks prior to hiring for all positions. Contact us to learn more about the position, our "employment incentive" and visit our website at [www.industrialsales.us](http://www.industrialsales.us) to learn about the Company.

### **DESCRIPTION:**

We are seeking a full-time 40-hour per week, "on-site" self-motivated, dependable, and detail-oriented professional to join our Purchasing/Inventory Department team. This position provides purchasing, inventory control, and accounts payable support, and reports to the Purchasing/Inventory Manager.

### **RESPONSIBILITIES:**

- Maintain "direct orders" within the purchase order processes
- Assist in generating purchase orders for material purchasing requirements as needed
- Review and verify accuracy of purchase order costing for the accounts payable invoicing process
- Update sales orders for pricing, adjustments and freight costing
- Utilize inventory control processes to resolve receiving, and shipping errors from manufactures
- Assist the Purchasing and the Warehouse Departments in determining inventory stock level requirements
- Support the Sales/Service Department in customer order status for shipments and back orders
- Maintain manufacturer warranty exchanges within the inventory and material return processes
- Assist in maintaining Departmental data entry and data base requirements
- Perform additional Departmental and support tasks and processes as directed

### **QUALIFICATIONS:**

- A minimum of one year of procurement or purchasing, inventory and accounts payable proven experience
- Knowledge of standard purchasing, inventory control and accounts payable procedures
- Proficient with Microsoft Office (Excel, Word, Outlook) software
- Ability to learn new processes and to follow training instructions and to retain the knowledge presented
- A high level of attention to detail in data entry and record management processes
- Capable of analyzing reports and transferring of information precisely in written and verbal communication
- Strong organizational and time management skills with the ability to prioritize tasks efficiently
- Ability to adapt to changing priorities, capable of multi-tasking to finalize work timely and on schedule
- Self-driven and capable of working independently and with a team in a fast-paced environment

If you have a strong work ethic, are committed to succeed, and are interested in joining a well-established company, then submit your resume, references, and compensation requirements by email at [iscresume@industrialsales.us](mailto:iscresume@industrialsales.us), by fax to (913) 829-3515 or by mail to:

Industrial Sales Company, Inc.  
Attn: Purchasing Clerk  
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