



The ESB Group, Inc

5855 U.S. Hwy 11
Springville, AL 35146
www.esbgroup.net

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Purchasing Agent (Buyer) and Warehouse Assistant:

ESB Group is a Premier AVL systems integrator for building technology solutions. We specialize in Audio, Video, and Theatrical Lighting for commercial applications: Government, Education, Corporate, House of Worship, Performance and Entertainment venues are the customers we serve. Our mission is "to provide clarity in sound and vision so that the **WORD** can be communicated to the world.

Career Description:

The Purchasing Agent (Buyer) and Warehouse Assistant will take a materials list, generated by the engineering staff, and order all the parts and pieces on that list. The list will include many different manufactures' makes and models. Purchase Orders will be placed with many different vendors. Once the PO's are issued, the PAB will work in and with the warehouse staff to make sure equipment is received, processed, and staged for technician pickup and installation. They will also handle RMAs for all equipment and equipment submittals for purchasing approval.

This position will spend a percentage of their time doing computer work and a percentage of their time doing warehouse work.

Skills required to be successful at this position:

- Detailed: You will be ordering 1000's of individual parts and pieces and you will be required to give an account for each piece weekly during staff meetings.
- Flexible and able to Multitask: If you get overwhelmed easily you will not like this position, there will be a lot of last-minute changes and you will have to 'redo' things that are outside of your control.
- Organization: You will be receiving and organizing the 1000's of items you order.
- Excel spreadsheets and data entry: if you don't know the basics of excel you would struggle with this position.
- QuickBooks: We issue PO's through QB. If you don't know how to use QuickBooks we can teach you but if you are familiar with QB you will be ahead of the curve.
- Good with Computers: The better you are at Office365 the easier your learning curve will be for this position.
- Working in and around a Warehouse: Lift 80lbs +/-, drive a forklift, verify shipping quantities, and reconcile item receipts with PO.
- Inventory Management and system implementation
- Learning new products, Skews.
- Clean driving record and valid driver license.
- Excellent verbal and written communication skills.

Selection of Daily Responsibilities Related to Purchasing / Buying:

- Create PO's
- Creating and managing the process of RMA's
- Price Shop and Price Negotiations

- Register Products for purchase.
- Update Materials list in regard to ordered, back ordered, received, and TBD.
- Item Receipts and match invoices to purchase orders.
- Combine Specification Sheets for Order approval.
- Compile Serial Numbers for Order and RMA reference.
- Reconciliation of shipments received and approving Invoice payments.
- This is not an exhaustive list; there will be other responsibilities.

Selection of Daily Responsibilities Related to Assisting in the Warehouse:

- Oversee the material lifecycle: Ordering, receiving, storage, staging, and transport.
- Process daily receiving including material organization and corresponding documentation.
- Monitor “in-stock” materials for reference when placing orders.
- Receiving Shipments
- Preparing Shipments
- Inspect received material for damages.
- Reconciliation of shipments received and approving Invoice payments.
- Unloading Shipments and staging of equipment.
- This is not an exhaustive list; there will be other responsibilities.

Insights about the opportunity:

- Having 2 + years in purchasing and warehouse experience will get you closer to landing a call back / interview for this position.
- The work will take place in our office / warehouse location in Springville, AL. Typically M-F 8am – 5pm
- Character, integrity, and morality are foundational to the ESB culture.
- All employees enjoy a smoke-free and drug-free workplace.
- This is a full-time position.

How to Apply:

- Email your resume to: careers@esbgroup.net - Subject Line: PAB
- Please include your Salary Requirements in your resume.