

MaxLife Industries is a North Carolina-based manufacturer of high-performance building enclosure products for the commercial high-rise, mid-rise, low-rise, and multifamily markets. Our innovative products have quickly become key design and structural components in new construction and renovation projects for hospitals, gyms, office buildings, storage facilities, multifamily and mixed-use developments, municipal buildings and many others across the country.

To support our business' tremendous growth and new market opportunities, we are seeking a full-time hourly Purchasing & Logistics Coordinator at our Salisbury, North Carolina manufacturing plant. This position is ideal for mid-level professionals with several years of purchasing and logistics experience in an office setting.

As a thriving and innovative business, the individual is expected to take ownership of the company's purchasing and logistics activities. Our staff works closely together to generate new ideas, track new opportunities and support each other in thinking and acting with innovation in mind. We're looking for someone to help us grow and contribute to our team atmosphere.

Job Responsibilities:

Purchasing duties include:

- Identify office and plant purchasing needs and create Vendor Purchase Orders.
- Track Vendor Purchase Orders through the ordering and receiving process and make updates as needed.
- Complete Vendor Purchase Order process by processing receipt transactions in electronic systems and maintaining hard copies.
- Support the fulfillment of Customer Sales Orders with material purchases and transfers.
- Assist in Customer communications by working with team members to identify and resolve change orders, issues and opportunities.
- Complete Vendor communications related to Vendor Order Confirmations, order statuses, order changes and more.
- Manage relationships with existing vendors and seek out relationships with new vendors.
- Where able, work with vendors and co-workers to drive down the costs of purchasing activities.

Logistics duties include:

- Maintain updates to the "Job Board" to coordinate the tracking of needed job information, shipment schedules, etc. based on material availability.
- Coordinate and track freight and shipping activities for Customer Sales Orders.
- Manage relationships with existing logistics partners and seek out relationships with new vendors.
- Where able, work with vendors and co-workers to drive down the costs of logistics activities.

Management support activities include:

- Work with Accounting and Finance co-workers to complete weekly, monthly and annual reporting, analysis and other activities as needed.
- Maintain priority project list in Asana and report-out on top three priority items in weekly team meetings.

- Support co-workers in completing their projects and tasks, as needed.

Qualifications & Skills:

- Purchase order management (processing quotes and orders) required.
- Demonstrated experience in inventory management in a distribution or manufacturing business.
- Professional communications via phone and email.
- Proficient with Microsoft Office software.
- Demonstrated experience in Enterprise Resource Planning (ERP) and accounting software programs such as SAP, Oracle, Cetec (our system) or QuickBooks.

Education & Experience:

- Two to three years' of purchasing, shipping or receiving experience in an office setting.
- High school diploma, GED, or equivalent.
- Specific industry experience preferred but not required.

Benefits:

- Competitive hourly pay with ongoing time-driven performance pay increase opportunity.
- Healthcare, dental and vision insurance available after successful completion of 90 days of employment.
- Paid federal holidays.
- Flexible work schedule including opportunities to work remotely on a limited basis.

Work Hours:

- Monday through Friday, 8am – 5pm with one-hour lunch break daily

Supervisor:

- This role is supervised by the Marketing & Business Process Director.

To Apply:

Submit a Cover Letter, Resume and Application on our website at www.MaxLifeIndustries.com/Careers.

No phone calls or emails, please.