



Job Description

Location: Woodburn, OR

Job title: Purchasing Supervisor

Reports To: Technical Operations Manager

Type of Position:
Non-exempt, full-time

Salary:
DOE

Posting Period:
Until Filled

Purpose of Position:

The Warehouse Supervisor will be responsible for maintaining the “back-end” procurement PO process, ensuring smooth delivery of POs/CPPs, updating system data, handling queries and first-line support. This position will also have general oversight of the warehouse, warehouse staff and keeping current with methods and procedures for the department.

Responsibilities include:

- Create and maintain purchase orders within the purchasing systems.
- Have the ability to develop and maintain positive, proactive relationships with a wide variety of suppliers/vendors and staff.
- Establish a typical run rate for each item in two warehouses and develop a minimum quantity at which time a Purchase Order is sent for approval prior to ordering and procuring.
- Pro-actively follow up on requests and orders that have not been approved or delivered.
- Responsible for project management and will oversee multiple distributors/suppliers to support the business needs of the company.
- Responsible for creating purchase orders and CPP’s
- Coordinate with company staff to determine the requirements for a purchase
- Ensure a continuous supply of products and log into data base using inventory software
- Assist with pricing communications, product ordering and reporting.
- Must be able to assist as needed to issue material and equipment daily to local technicians.
- Ensure the warehouse team maintains a minimum inventory in main warehouse and outer office/locations.
- Properly train warehouse team to ensure warehouse goals are achieved
- Must be highly organized, detail orientated and capable of managing multiple projects.
- Must have the ability to take ownership and be accountable for issuing resolution and general customer satisfaction.
- Must be proficient with Microsoft Office package, including Outlook, Excel, and PowerPoint with a strong emphasis on Excel.
- Strong analytical and negotiation skills required with the ability to meet deadlines.
- Must attend weekly meetings with local and corporate management while maintaining a professional relationship
- Assist management with invoice discrepancies and match exceptions through interaction with Accounts Payable, the business and supplier.
- Review invoices submitted to Procurement for comparison to purchase orders. Submit to Accounts Payable once review is complete and any issues have been resolved.
- Cross train to back up departmental staff during vacations/absences.

- Must be highly motivated and able to set goals and objectives and work with minimal supervision.

Qualifications:

- Demonstrated proficiency in the use of multiple office software systems (such as Microsoft Office Suite) and cable billing systems required
- 1-2 years purchasing coordinator experience preferred
- 1-2 years' experience using materials purchasing software preferred
- High school diploma or equivalent
- Strong interpersonal skills with the ability to relate to customers, peers, and management. Is positive, pleasant, and respectful
- Friendly, enthusiastic and outgoing demeanor
- Multi-tasking skills
- Thorough knowledge of cable and data products and services including its application
- Ability to learn and retain new information and concepts quickly
- Ability to diagnose and solve problems
- Ability to follow direction and follow through
- Proven good judgment and proactive decision-making skills
- Ability to adapt to change
- Cable Television industry experience preferred
- Must be flexible to work overtime and/or shift rotations

Essential Job Functions:

- Must be able to work independently
- Must be well organized and detail oriented
- Must have basic mathematics techniques.
- Must be able to sit for extended periods.
- Must have ability to frequently use repetitive motions of the wrist, hands and/or fingers.
- Must be able to work in a standard office environment; no hazardous or disagreeable work conditions.
- Must have ability to operate standard office equipment, to include personal computer, telephone, copier, facsimile machine, and calculator.
- Must have the ability to stay focused and remain composed during peak periods & when dealing with challenging customers and situations.
- Must demonstrate excellent attendance & punctuality.

Diverse Workforce / EEO:

WaveDivision Holdings (WDH) recognizes and strongly supports the benefits of a diverse workforce, and strives to provide a culture that recognizes the unique contributions of each of our employees. WDH requires a drug test, background check, employment and education verification as conditions of employment. WDH is an equal opportunity employer and will consider all qualified candidates regardless of race, color, religion, national origin, gender, age, marital status, veteran status, and the presence of a non-job related handicap or disability, or any other legally protected status.

To Apply: Candidates may send cover letter and resume to hmrgr@wavebroadband.com
(please include the job title and location of position applied for in your email)