

Job Title: Associate Buyer / Quote Analyst

Organization Name : EEI Manufacturing Services

No of Openings: 1

Work Schedule: M-Th 7:00 – 5:30

Estimated Hours per Week: 40

Job Start Date:

Job End Date: None

Supervisor: Sr. Materials Manager

Job Description:

Working as a member of the Manufacturing Operations Purchasing Group, you will be responsible for components, goods and services required in the manufacture of EEI MFG products.

The successful candidate must be experienced in the purchasing of electronic components, goods and services in an MRP environment to support our Manufacturing needs.

Will assist the Program & Purchasing Team in preparing quote templates, analyze quotes and finalize proposal submissions

Qualifications:

- Knowledge of material management functions preferred, not required, includes procurement, planning and manufacturing processes for electronic systems
- Understanding of automated procurement systems and MRP preferred, not required
- Strong Excel background with practical knowledge of merging files and creating pivot tables
- Strong customer service and negotiation skills
- Strong problem solving ability
- Proven knowledge of MS Office programs

Will train right analytical candidate with strong excel background

Application Instructions: send resume to gremp@eeimfg.com