

Account Manager

Job Title:	Associate Buyer	Position Type	Full Time
Location:	Carlsbad, CA	Travel Required:	No
Resumes Accepted By:			
Fax or E-mail: (760) 741-7269 or careers@automationgt.com Please include [Associate Buyer] in the subject line.			
About Automation GT			

Automation GT seeks a full-time employee who is highly organized, ambitious and efficient who can work in a team environment to assist with all aspects of buying for our organization. The incumbent must have attention to detail as well excellent customer service skills.

Founded in 2002 in Southern California, Automation GT is an innovative company focused on the design and construction of custom automated machinery and systems. We employ professionals with a range of skills and qualifications, which allows us to approach every aspect of machine design, engineering, assembly, customer service, marketing, and sales on an in-house basis.

We have done extensive work in the design and manufacture of automation machinery for the biotechnology, life science, pharmaceutical, and medical device industries. However, we do not limit ourselves to any particular project type, and are interested in all applications of advanced automation technology.

At Automation GT, we hold three core values as the heart of our company culture:

- We are committed to making decisions based on data and the scientific method.
- We are committed to prioritizing customer satisfaction in all that we do, which often involves thinking ahead and anticipating what they will need.
- We are committed to ensuring the job satisfaction of our employees and will work with you to ensure that you are finding plenty of opportunities to grow and find fulfillment.

We offer staff members a compelling package, which includes competitive base pay opportunities, superior benefits, an outstanding work environment, and opportunities for career development. Through these comprehensive offerings, every individual has the chance to achieve significant growth, both financially and professionally.

Job Description

Job Duties and Responsibilities:

- Coordinate the logistics of the bill of materials for every project
- Coordinate daily purchasing requisitions and issue purchase orders
- Create and manage inventory assembly, set up and assist with inventory management to include the following as it relates to Inventory:
 - Process
 - Maintaining
 - Auditing
 - Continuous Improvement
- Assist in the creation job costing
- Responsible for creating vendor list, vendor selection and managing vendors in company systems
- Creates RFQ and identifies vendor
- Assist with purchasing for in-house fabrication
- Create and issues PO
- Track PO for delivery
- Manage credit notes and returns
- Develop processes to drive efficiency in all work procedures
- Vendor dashboards
- Understand vendor costing models, obtain best pricing, and work closely with other departments within the organization to understand each project and what is needed
- Shipping and Receiving
- Prepare Job Carts
- Prepare Job Binders (documentation) for Job Carts
- ERP

Experience, Skills & Education

- 1-4 years of buying experience in a similar work environment
- Incumbent must have excellent communication skills, mathematical skills as well as be able to display a high degree of professionalism and be a team player
- Display excellent decision making and problem resolution skills
- Demonstrated knowledge and experience using QuickBooks
- Demonstrated ERP experience
- Bachelor's degree is preferred with coursework in finance, science or engineering
- Incumbent must be highly proficient with all Microsoft Office products (i.e. Excel, Word, Outlook etc.)