

OPEN POSITION AT FLAVORCHEM



Title: Purchasing Assistant

Department: Purchasing

Days: Monday-Friday

Hours: 8:00am-4:30pm

Essential Position Functions and Responsibilities:

- Request Certificates of Analysis and Packing Slips for deliveries from suppliers when not provided (daily)
- Request samples for R&D; ensure they arrive and distribute as required
- Request samples from suppliers for Alternate matching; ensure they arrive at QC
- Request Regulatory/QC documents from suppliers as necessary
- Manage third party contractor services other than cost and/or contract negotiations
- Manage and escort service personnel when on site (office equipment repairs, landscapers, snow removal, waste haul, janitorial services, furniture installations, office equipment installation (acting as facility manager which we don't have)
- Follow up on late purchase orders (daily), contact suppliers, determine reason for late, advise buyers, communicate to production
- Reconcile short shipments and when balance due will arrive; inform production (buyers as necessary)
- Confirm lead times for all raw materials (est. 1,900) and update/confirm in VAI
- Enter PO's for customers supplying own raw materials (checking the materials into the system, not actual buying)
- Ensure conference rooms are stocked with water and coffee; order Keurig coffee, tea, cocoas
- Will cover Reception desk as needed

Skills/Abilities Required:

- High school diploma or GED completion required
- Desirable characteristics include good written and verbal communication skills, organizational skills, attention to detail, and the ability to multi-task.
- Basic computer skills required (Word, Excel).
- Reliable, predictable attendance is required

If interested, please submit a resume to HR



(800) 4 - FLAVOR
www.flavorchem.com

Headquarters

Downers Grove, IL 60515
p (630) 932 - 8100
f (630) 932 - 4626

West (USA)

San Clemente, CA 92672
p (949) 369 - 7900
f (949) 369 - 7910

Europe

H-2144 Kerepes, Hungary
p + 36 28 509 105
f + 36 28 509 114