

# AQUASCAPE, INC.

## Job Description



<b>Job Title:</b>	Purchasing Assistant		
<b>Department:</b>	Purchasing	<b>Reports to:</b>	Director of Supply Chain Management
<b>Type of position:</b>	FT Hourly	<b>FLSA Status:</b>	Non-exempt

Purchasing Assistant provides support to the Purchasing and Warehouse departments. Responsibilities include order entry, shipment tracking, and data entry. Candidate will split time between working at a desk and in the warehouse.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist with weekly Amazon order entry
  - Interface with Amazon vendor site
  - Check stock availability
  - Complete sales order entry and modifications
  - Collaborate with Amazon Warehouse team to ensure accurate and on-time order fulfillment
  - Warehouse
- Warehouse
  - Order processing
  - Shipping/Receiving
- Enter and update purchase orders
  - Check deliveries against purchase orders
  - Maintain detailed paper or computerized records of purchases
- Track shipments
  - Contact vendors to follow up on late or missing shipments as directed+
- Monitor Amazon labor on TimeDock software – make scheduling recommendations for Amazon team

### OTHER DUTIES AND RESPONSIBILITIES

- Participate in company events, including but not limited to Pondemonium, Water Garden Weekend and Fall Festival
- Complete other projects and duties as assigned

### REQUIRED EDUCATION/EXPERIENCE/PROFICIENCIES

- Intermediate level Excel skills (data entry, basic formulas, formatting, etc.)
- Attention to detail
- Minimum of 2 years shipping/receiving experience
- General understanding of Bill of Lading, packing lists and other shipping documents
- Clear understanding that the job will flex daily/weekly based on workload and need in both departments
- Candidate will need to be flexible and organized; time will be divided between purchasing and warehouse support

### PREFERRED EDUCATION/EXPERIENCE

- Warehouse Office/Purchasing/Sales Operations experience preferred

*Job Description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the position*