

Kelly Services

We currently have a position in the Huntington Beach area with a client in the Aerospace industry.

Pay is \$55k+ Depending on Experience.

Procures goods and services such as raw materials, equipment, tools, parts and supplies for Company. Assists and supports co-workers in all departments by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Promotes cooperation and positive communication with co-workers and management.
- Reviews Requisitions
- Confers with vendors to obtain product or service information such as price, availability, and delivery schedule
- Determines method of procurement
- Prepares Purchase Orders or Bid Requests
- Reviews bid proposals and negotiates purchases within budgetary limitations and scope of authority
- Maintains procurement records such as items or services purchased, costs, delivery, product quality or performance, and inventories.
- Discusses defective or unacceptable goods or services with supervisor, inspection or quality control personnel, users, vendors, and others to determine source of trouble and take corrective action.
- Expedites delivery of goods.
- Understands the specifics of the following:
 - Procedure For Entering Purchase Order data into the appropriate software programs
 - Company Engineering Drawings
 - Company Travelers & Work Orders
 - Certificate Of Conformance
 - Placard Requirements
- SPS/SMS Manual
- Company Procedures Manual
- QA Manual
- Employee Handbook
- MSDS/HazCom
- Basic Math and Algebra
- Participates in administrative status meetings
- Keeps work area and all equipment clean and organized
- Available to assist in other areas of the company, as directed by supervisor or manager

****Please forward all cover letters and resumes to Angel Angmorter:
ANGA385@kellyservices.com**