

Purchasing and Administrative Specialist

Diesel Electrical Equipment, Inc. is seeking a Purchasing and Administrative Specialist to assist with various purchasing functions and administrative support. Qualified candidate must be familiar with buying products to support industrial production, general accounting principles and have a thorough understanding and proficiency in Quick Books or preferably Quick Books Enterprise Solutions.

Job Qualifications

- Quickbooks experience, Quickbooks Enterprise Manufacturing and Wholesale a plus (minimum 1 year)
- Experience with accounts payable/receivable
- Experience/understanding of material purchasing and inventory control
- Ability to work in an office environment and with shop personnel
- Strong verbal and written communication skills
- Willingness to perform a variety of different functions
- Associates Degree or equivalent work experience
- Knowledge of administrative and clerical systems such as word processing, excel spreadsheets, managing files and records, as well as other office procedures and terminology
- Quality Systems and safety experience a plus

Job Type: Part-time 25 to 35 hours per week

Contact:

Send resume to Info@DieselElectricalEquipment.com