MATERIALS / SPARE PARTS ASSISTANT

Reports to: Materials Manager
FLSA Designation: Nonexempt
Date: February 7, 2014

Approved By: ______________________________________
Read and Understood By: ______________________________________

Job Summary:

Works under general supervision of the Materials Manager and/or Spare Parts Coordinator. Assists SPC with order intake process and provides back-up assistance to the Materials Department.

Essential Duties and Responsibilities:

1. Processes spare parts orders after review and direction from the SPC.
2. Process and send customer acknowledgements.
3. Data entry and process of quote requests within established deadlines.
4. Logs quotation activity and updates selling prices as compared to costs as directed by the SPC.
5. Expedites orders and spare parts list documentation to meet customer deadlines.
6. Communicates rush drop shipments to purchasing and shipping departments, monitors open orders, and contacts customer with delay information.
7. Prepares recommended spare parts worksheets for review by the SPC.
8. Reviews RSP codes for accuracy and consistency within Jobscope.
9. Provides back-up assistance to the Materials Department at peak times with order entry and engineering changes.
10. Organize and maintain file structure within quoting database.
11. Participates in meetings regarding processing of materials and spare parts.
12. Participates in continual quality improvement of department work activities.
13. Complies with company safety regulations.
14. Completes other assignments and special projects as requested.

Additional Responsibilities:
1. Provides back-up assistance to Administration Department for special projects.

Job Requirements:
Education
- High School or equivalent.

Experience
- 2 years experience with clerical and general office responsibilities.
- Experience with PDF files.
- Experience in direct customer communication.

Skills and Abilities
Basic computer skills for data entry and word processing.
Ability to receive and follow instructions from multiple people.
Detail oriented and accurate
Organization skills required to store and quickly retrieve both electronic and paper records.
Judgement to maintain confidentiality of company and customer information

Equipment To Be Used:

- Personal Computer with mouse
- Operates office machines, such as photocopier, facsimile, typewriter, and multi-line phone

Mental, Physical, and Sensory Demands:

Mental Effort
- Normal periods of concentration required to complete assignments within established deadlines.
- Routinely reads, writes and makes basic mathematical calculations.
- Learn and retain verbal and written instructions.
- Capacity to handle multiple tasks simultaneously.
- Ability to work well with others.

Physical Requirements
- Sits at desk most of day
- Extensive exposure to computer monitor
- Repetitive hand motions used in keyboarding
- May encounter bending, reaching, stretching

Sensory Abilities
- Routinely sees, speaks, hears, and listens

Work Environment

Work is typically performed in a standard office setting working at a desk or table on a level surface. Air quality and noise levels are usually within normal limits. Eye protection is usually not required. Under normal conditions, exposure to excessive noise, dust, humidity, and fumes is rare. May be required to work more hours than normally expected during a regular work week depending on workload and deadline requirements.

Equal Employment Opportunity Employer M / F / D / V

Job duties and requirements may be subject to modification to reasonably accommodate individuals with disabilities. Requirements are representative of the minimum levels of education, experience, and skills required to perform the essential functions of this job. The job description does not constitute a written or implied contract of employment. Nol-Tec Systems, Inc. reserves the right to revise or change job duties and responsibilities as the need arises.