

## Purchasing Assistant

### Why Work At AES?

*“Associated Energy Systems prides itself in maintaining an upbeat environment. We work as a team and are excited about adding new members.”*

Associated Energy Systems is a business to business wholesale distributor of home heating systems and outdoor products with over 40 years of providing quality home heating and outdoor products with integrity and great customer service. As the industry’s complete outdoor, home, hearth and fireplace furnishings supplier, we consistently provide the best products and services to our customers.

Our corporate offices located in Kent, WA is currently recruiting for the role of Purchasing Assistant to provide support for the Inventory Management Team. We have over 35,000 skus with products in 5 distribution centers. This position is an entry level purchasing role with potential for growth after learning company purchasing strategies and requirements.

### What We Offer:

- Competitive salary starting at \$21.50 an hour
- Complete benefits package including medical, dental, vision
- Company paid life and short term disability
- 401 K with company match
- Company paid holidays and vacation
- Strong growth potential
- Great work hours: Monday to Friday 8:00 am to 5:00 pm. Some extended hours based on work load.

### Qualification:

- High School Diploma or GED
- Must have the ability to work overtime if needed
- Ability to follow verbal and written instructions
- Ability to learn purchasing procedures and policies
- Proficient with Microsoft Office Suite
- Strong MS excel skills using functions like VLOOKUP and pivot tables
- Prolonged periods of sitting at a desk working on a computer
- AES is a drug free workplace. Must be able to pass a drug screen

### Job Responsibilities:

- Maintain SKU data. This would include part number creation, item descriptions, price changes, part number changes from manufacturer, product categories, weights and volumes.
- Ensure that ERP and systems are set up with optimal data for internal and external customer needs.
- Stock transfer between distribution centers to ensure that freight costs and work between departments are minimal.
- Maintain vendor ETAs on POs. Update ETA data from suppliers on open POs to ensure excellent communication to internal and external customers that rely on this data for decisions making.
- Product receiving – receiving items into the ERP in a timely manner to ensure the quickest path possible to get products seeable.

- Stock counts – manage the cycle counts between the various distribution centers and product lines. Use of analytics to optimize ABC product rankings and update cycle count schedules accordingly.