



Purchasing Coordinator

Job Description

Company Description

Located in Dekalb, IL Wehrl Custom Fabrication is a small but rapidly growing family owned and operated company specializing in the manufacture of high-performance diesel truck components and custom metal fabrication. Our continuing growth provides a special opportunity for the right person who wants to build professional expertise with a developing company. At WCFab we are a team playing group of individuals that take great pride in our reputation for providing the highest quality fabricated parts MADE IN THE USA. In addition to our metal fabrication, we have a top-of-the-line CNC Machining Department, Powder Coating Services, and Installation division which handles the install of our product as well as general maintenance and repair on light duty diesel trucks. To aid in the expansion of our product line and manufacturing capabilities, we will be relocating (still in DeKalb) to a newly constructed state of the art, climate controlled, 112,000 sq ft facility in January 2022.

Position Summary and Responsibilities

This position is responsible for coordinating purchasing, inventory, and vendor related functions across multiple departments.

Key Roles and Responsibilities

- Create and track of purchase orders
- Maintain vendor and pricing records
- Process and facilitate drop shipments
- Maintain vendor relationships
- Coordinate with sales department for order accuracy
- Track and communicate shipping information
- Facilitate returns and warranty work

Qualifications

- 5+ years' experience in purchasing and/or inventory management
- Bachelor's degree in a business concentration
- Proficient in Microsoft products
- Inventory/ERP software experience, NetSuite a PLUS
- Excellent organization, time management and communication skills

Job Type: Full time, First shift, M-F

Pay Scale: \$48-55k Salary; based on experience.

Benefits: 401K with Match, Profit Sharing, Paid Vacation, Paid Holiday, Paid Personal Days, and Health Insurance with Employee Coverage

The information in this position description is intended to convey information about the key responsibilities and requirements of the position. It is not an exhaustive list of the skills, efforts, duties, responsibilities or working conditions associated with the opportunity. Responsibilities are subject to change.