

Job ID: 384
Job Title: Logistics and Purchasing Specialist
Degree Requirements: High School Diploma or GED
Years of Experience: 3-5
Type of Position: Direct Hire
Location: NE of Atlanta (Near Gainesville, GA)
Salary Range: Depends on Experience and Expertise
Travel Required: Less than 5%

Do not assume that we know anything about your employers. PLEASE HELP US HELP YOU by telling us what your employers do to make money. One or Two sentences will help us.

In today's world let your potential employers want to know what your **US IMMIGRATION STATUS** is { Citizen, Permanent Resident / Green Card}. Please state this on your resumé.

We are working with a long time client based NE of Atlanta, GA (near Gainesville, GA) to identify Candidates who have experience in purchasing & domestic / international freight negotiations.

The benefits include:

- * 401-K contribution 6% company match
- * Medical, vision, dental, life, disability insurance – **100% paid by company for the Employee only.**
- * 2 week vacation, 3 personal days & 3 sick days per year
- * Paid Holidays
- * Paid Training

MUST HAVE REQUIREMENTS for this position are:

- * **Live within a 45-60 minute drive of the Gainesville, GA area**
- * High School Diploma or GED is required.
- * 3-5 years purchasing experience and domestic / international freight negotiations
- * Experience with Microsoft Word, **Excel (formulas, tables, etc.)** & Outlook
- * Communicate professionally at all organizational levels with internal and external clients
- * General negotiation skills
- * Effective problem-solving & decision-making skills
- * Strong organization skills for efficient office control
- * Experience working in a fast-paced environment
- * Be highly organized, detail oriented, with the ability to multi-task

PLUSSES in this position are:

- * Have solid relationships with freight carriers (domestic & international)
- * Bachelor's degree in Business, Finance, Economics, or a related field
- * Knowledge of heavy equipment parts

REPORTING TO THE WAREHOUSE OPERATIONS MANAGER THE RESPONSIBILITIES of this POSITION INCLUDE, BUT ARE NOT LIMITED to:

- * Purchasing freight (domestic / international) as well as spare parts for heavy equipment efficiently & cost effectively
- * Initiate purchase orders, verify receiving, & process orders in the system in a timely manner
- * Be a highly visible customer & vendor facing representative for the company
- * Build equitable relationships with all vendors
- * Resolve any complications that may arise with products or delivery
- * Work closely with all vendors to correct issues
- * Establish & achieve cost savings goals meeting business demands
- * Work with all internal departments concerning freight costs & product requirements
- * Work with suppliers to source products
- * Inventory management
- * Have information accessible on demand
- * Support sales team handling customer questions on availability of spare parts

If you meet these requirements and wish to be considered for this position, send your résumé, that **includes what your employers do to make their money**, to us in a Word document without Headers / Footers, or Text Boxes at Resumes AT PinnaclePlacementGroup.com mentioning the **Job ID** and the **Job Title** in the subject line of your email.

*** ALL CLIENTS REQUIRE, BACKGROUND CHECKS & DRUG TEST AS A PART OF PRE- EMPLOYMENT HIRING PROCESS.**

In your email or cover letter, please provide us a short description detailing your experience and expertise as it applies to this position. Please provide us with your *MINIMUM* salary requirements.

Applicants for employment are to be considered for employment based on the individual applicant's qualifications and without regard to race, color, creed, gender, age, disability, national origin, religion, veteran status, uniform service member status, marital status, sexual orientation, citizenship status, genetic information, or on account of membership in any protected category under federal, state, and local laws.

KEY WORDS: Logistics Purchasing, Product Purchasing, International Freight, Domestic Freight, Spare Parts, Heavy Equipment, Purchase Orders, Purchase Order Management, Purchase Order Tracking, Vendor Relationships, Vendor Management, Client Facing, Customer Service, Cost Savings