

## **Purchasing Administrator (Entry-Level Position)**

### **The Company**

Here at Encore Glass, we are dedicated to providing the best service and highest quality products in the industry. Forty plus years ago, we began sterilizing and recycling bottles for Northern California wineries (letting the bottles perform an 'encore'). As we learned more about the needs of the vintners we serve, we expanded to import and distribute glass and expanded to offer services like custom printed boxes, decorated bottles, and custom molds. Millions of cases later, we are still led by the same family and the same values for our customers and our employees.

We empower you to make decisions and seek out the information necessary to provide exceptional service to our customers. If you are looking for a role where you get to think fast on your feet, juggle multiple priorities at once and take ownership of your role, this is the place for you!

### **What you will be doing/The Role:**

The Purchasing Agent-Packaging has overall responsibility of purchasing of all packaging materials. Ensuring purchases are aligned with demand and manage excess/slow moving inventory to prompt and execute disposition. You will interface with suppliers, internal and external customers and accounting. You will participate in inventory reviews and maintain records as required.

- Identify demand through Encore internal OA Portal system and Sage. Understand upcoming orders and changes.
- Execute all purchases and maintain all purchase orders. Manage all open POs and ensure on time/ in full deliveries
- Oversee production schedules with all packaging suppliers to ensure require date(s) to meet Encore production schedule demands.
- Manage and maintain disposition for customer supplied and old age/slow moving materials
- Maintain supplier costs for all items and provide support/information to the internal Encore Price Coordinator and Accounting team.
- Initiate discussions regarding defective materials with suppliers and follow through with PDs (Process Deviations) as required. Process returns/replacement and track and manage vendor credits.
- Manage all packaging requirements in coordination with the Production Purchasing Planner Agent for our production needs
- Packaging OA approvals through the Encore OMS Portal system
- Respond to internal and external customers in a timely manner

### **Why Encore?**

- We care about our employees – you are our biggest asset – we celebrate your milestones and success! From our service hero award, to Employee of the Month, to Above & Beyond and fun winter and summer activities!
- We are committed to employee development and growth – when you succeed we succeed!
- We offer a competitive base salary and benefits package with a generous 401k matching program.
- We have been around for over 40 years and continue to have exciting opportunities on the horizon.

### **MINIMUM REQUIREMENTS:**

- One plus year of experience in an entry level role.
- Associates, or Bachelors degree ideal

- Extremely organized with strong attention to detail.
- Experience in any aspect of packaging and purchasing desired
- Must possess excellent oral and written skills
- PC Knowledge a must: MS Word, MS Excel, MS Outlook
- Advanced knowledge of materials management, replenishment, and inventory control.
- A team player in every respect.

Encore Glass is an equal opportunity employer. For more information, please visit our website at [www.encoreglass.com](http://www.encoreglass.com).

If you are interested in joining the Encore family, please reply to this ad and include your cover letter, resume and salary requirements.