

Planning & Purchasing Assistant

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.

This is an entry level, onsite position supporting operations, located in our Fairfield, CA office

What you will be doing/The Role:

You are strategic and love data and analysis and will support our Costing and Productions Planners in their day to day operations. Your duties will include, but are not limited to -

- Assisting with miscellaneous data pulls as needed, such as inventory detail, open purchase orders, customer orders etc. often compiled in differing formats depending on situational needs to provide reporting within Production as well as by request from other departments
- Entering/Revising Purchase Orders
 - Daily data entry task of entering and revising purchase orders for glass to be sent to vendors/suppliers
- Requesting pricing as needed from vendors to maintain updated cost sheets
- Maintaining open purchase orders, revisions, and updates with Production Planners
 - Data entry and reconciliation tasks to match open PO dates and production quantities with production schedules provided by the suppliers
- Order tracking and providing updates to the CSR team as well as other outside departments
 - Reconcile open purchase order availability dates with Customer requested dates to provide Late/On-time Status to the customer service department
- Cross-training in other production tasks, in house production, costing, etc.
 - Repack BOM & Assembly – Daily data entry of Bill of Materials and Assembly forms to be provided to the Repack team
 - Item costing – Analyze cost components for requested Price ID's to be provided to the Sales manager for Pricing
 - Other Production tasks as needed
- Assisting in writing SOPs and Processes for the department
 - Prepare basic outlines of tasks as they are implemented to maintain documentation and provide to the Document Handling Specialist
 - Collaborate with Document Handling Specialist to update existing SOP's if changes to process occur

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 team outings from time to time.
- 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:

- BS in Mathematics, Economics, Business or similar field required
- Strong analytical skills
- Two plus years of experience in packaging, materials management, or inventory control or ideal or experience in an administrative role.
- 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
 - Strong MS Excel Skills required
- A team player in every respect.

Encore Glass is an equal opportunity employer. For more information, please visit our website at 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.