

Job Title: Procurement Assistant

Niagara Power Transformer Corporation (NPTC) is a leading U.S. supplier of custom medium voltage oil filled transformers and other power generation equipment, systems and services to utilities and industrial markets in the U.S. and overseas.

We are actively seeking a Procurement Specialist to join our staff.

The Procurement Assistant will be responsible for assisting the Procurement Manager in the constant supply of materials and equipment. This position will work closely with Manufacturing, Engineering, and Supplier Quality to ensure an efficient and effective supply of raw components and sub-assemblies to support manufacturing. This position reports to the Procurement Manager.

Responsibilities:

- Create POs for office/shop supplies and follow-up with suppliers as necessary to ensure on-time delivery, expediting as necessary.
- Maintain and update preferred supplier and lead time information in ERP system as needed.
- Run report on past due POs weekly and follow up with suppliers.
- Run report on unacknowledged POs weekly and follow up with suppliers.
- Maintain supplier acknowledgements email inbox and update ERP system.
- Update material quantities from completed cycle counts and report using Excel.
- Contact suppliers to move PO delivery dates utilizing report from Procurement Manager.
- Receive POs in ERP system from packing lists of delivered product/services.
- Assist Finance, HR, and Engineering departments with tasks as needed.
- Other duties as assigned

Qualifications:

- Candidates must be eligible to work in the U.S.
- Knowledge of procurement processes, policies, and procedures
- Associates degree preferred with a concentration in supply chain/logistics
- Proficient computer skills including Microsoft Excel; ERP/MRP experience (M1 a plus)
- Ability to manipulate and analyze raw data and create reports
- Strong emphasis on accuracy and detail
- Excellent interpersonal and communication (both written and verbal) skills
- Ability to work collaboratively in a team environment
- Ability to handle multiple projects simultaneously to meet deadlines