

Inventory Control and Purchasing Specialist

About American Bottoms

American Bottoms is a regional wastewater treatment facility providing services to Sauget, East St. Louis, Cahokia Heights, and the surrounding communities. In 2014 the facility was awarded "Plant of The Year" by the Illinois Association of Water Pollution Control Operators. In addition, American Bottoms has been recognized as one of the best companies to work for in Illinois; nine years in a row. These awards are a testament to the dedication, skill, and pride of American Bottoms employees.

General Description

Under general supervision, works with the maintenance department to take care of purchasing, inventory management, maintenance management system, and organizes maintenance documentation. Purchasing skills include negotiating and finding the most cost-effective solutions. Position must know maintenance related parts and equipment. The position is full time Monday-Friday day shift.

Essential Functions

Purchasing

- Purchase appropriate maintenance parts and supplies and other supplies as requested. Work at getting the best deal possible for the right supplies.
- Read and interpret a variety of vendor catalogs and maintenance manuals.
- Arrange for pickup and delivery of equipment and parts. Receive and unpack.
- Obtain quotes for services such as repairs and rentals.
- Operate a forklift as needed to unload materials.
- Communicate with vendors and suppliers to ascertain information concerning prices, availability, and shipment.

Inventory Control

- Maintain the spare parts inventory. Keep records.
- Maintain knowledge in the methods and procedures used in receiving, storing, and issuing supplies and equipment.
- Keep storeroom and supply storage areas organized.
- Use the computerized maintenance system and programs to track, modify, create, add, and delete maintenance work orders, trouble reports, new equipment, and PMs.
- Create reports as needed.
- Generate work orders
- Organize and maintain equipment files.
- Maintain logs

Qualifications

- Must be able to work independently

- Must be able to lift 50 pounds or more to chest height
- Requires considerable physical effort including lifting, bending, and reaching
- Good reading and writing skills. Able to perform simple math.
- Must be computer literate and able to utilize Microsoft Office Suite
- Knowledge of maintenance related parts and equipment required

Benefits

- Health insurance
- Dental insurance
- Vision insurance
- 401(k) with generous company contribution
- Company paid long term disability insurance
- Employee Assistance Program
- Company paid life insurance
- Tuition reimbursement
- Paid time off