

ASSISTANT PURCHASING/ADMINISTRATIVE

Wowline, a multi division wholesaler of toy and novelty products is searching for an assistant to join our purchasing/administrative team.

Responsibilities include but not limited to:

- Prepare quotes and purchase orders for products
- Utilize purchasing system for procurement of products
- Provide detailed product information to the sales team when preparing quotes
- Understand the Sales Order process that initiates the product purchasing process
- Assist with basic accounting/administrative office tasks as assigned or needed
- Act as a facilities liaison
- Develop an active process for measuring supply inventory and determining purchasing needs based on quarterly and annual numbers
- Stay up to date with industry trends and establish long-term purchasing arrangements with vendors that are beneficial for the company

Qualifications:

- Previous office experience is preferred (will consider summer internship experience)
- College degree preferred
- Must possess a positive and courteous attitude with a desire to provide top-level customer service
- Proficient in Microsoft Office (Outlook, Word, Excel)
- Ability to multi task and manage time effectively
- Excellent verbal and written communications skills
- Attention to detail and accuracy

We offer a benefits package, which includes medical, dental, AFLAC, 401K and PTO time.

Please send resume with salary requirement to maltman@wowline.com