

PURCHASING AND SALES ADMINISTRATOR

Department & Location

Sales & Purchasing Department; Huntington Beach CA

Clarendon Specialty Fasteners is a leading stocking distributor of fastening systems to the aerospace, space & motorsport industries. It stocks a wide range of fully traceable aerospace fasteners and hardware across several aerospace standards in stocking facilities located in Europe, USA and Asia.

Strategically based out of its Huntington Beach location and positioned amongst some of the world's leading Aerospace manufacturing OEM's, Clarendon Specialty Fasteners, Inc. provides aerospace fasteners and hardware solutions to a wide range of customers and markets with core focus on major aerospace OEM's, Racing Teams and supporting subcontractors.

Clarendon Specialty Fasteners is a division of Diploma PLC – an international group of businesses supplying specialized technical products and services to focus market sectors with its headquarters in the United Kingdom.

SCOPE

The successful candidate will be responsible for supporting our sales (40%) and purchasing (60%) departments with a variety of core functions and supplier interaction.

The candidate will report into our Technical Sales Manager

RESPONSIBILITIES AND DUTIES

- Support technical sales manager with quoting activity and sourcing of products and progressively take responsibility of some customer accounts.
- Organize and oversee a high volume of suppliers' interaction: entering and placing POs, updating delivery information, orders follow-ups, sourcing activity, delivery issues management, etc.
- Follow-up purchase orders with suppliers to ensure deliveries are met and data on the system are up to date
- Support buyer in placing purchase orders with suppliers.
- Enter quotes from suppliers in the ERP system to ensure most updated pricing is available.
- Run reports for the sales and purchasing teams
- Support sales team in entering quotes and sales orders
- Support sales team in sourcing products from multiple suppliers

PREFERRED QUALIFICATIONS AND KEY ATTRIBUTES

- Experience working with an aerospace hardware distributor preferred.
- Intermediate skills in Microsoft Excel
- Knowledge and understanding of basic ERP
- Comfortable with handling high volume of data and with data entry
- Strong verbal and written communication skills
- High attention to detail with a demonstrated ability to meet deadlines
- Ability to manage multiple priorities and work cross-functionally
- Self-motivated with strong time-management and multi-tasking skills.
- A high energy, team-goal oriented individual and enjoys a fast-paced environment.
- Familiarity with aerospace industry would be an advantage.

BENEFITS

Paid Time Off, Dental, Health, 401k plans