



# Purchasing Assistant

## **Monterey Mechanical:**

Located in Oakland, California, Monterey Mechanical Company is a mid-sized industrial contractor and metal fabricator. Our current annual revenues are approximately \$65 million with approximately 70% construction, 20% HVAC and metal fabrication and 10% industrial maintenance.

With more than 75 years of continuous service, we are passionate about providing our employees opportunity for career advancement and a great place to work. We are family-orientated and highly value the expertise and experience of our team.

## **We offer:**

- Career growth potential
- Outstanding company culture: work/life balance, friendly team environment, and employee recognition programs
- Opportunity to participate in community outreach programs and other charitable endeavors
- Competitive salary
- Comprehensive benefits package, including medical/dental/vision insurance (95% employer paid for employee), paid time off, commuter benefits, and many more perks.
- Full retirement package: 401(k), Employee Stock Ownership Program (ESOP), and profit sharing

## **Position Summary:**

Assists the Purchasing Manager in the procurement of industrial materials. Works closely with vendors and subcontractors.

## **Responsibilities:**

- Reviews purchasing agreements with vendors and maintains open lines of communications with those vendors.
- Maintains strong working relationships with vendors.
- Compares product deliveries with issued purchase orders and contacts vendors when there are discrepancies.
- Inputs purchase and change orders.
- Clears problem invoices.
- Available for bid running.

## **Qualifications:**

- Requires a minimum of three years in a purchasing role
- Excellent communication and negotiation skills.
- Strong analytical and problem-solving skills

- Ability to establish and maintain cooperative and ongoing relations with coworkers, vendors, and subcontractors
- Proficient in Microsoft Office.
- Candidate should be familiar with the following commodities:
  - Building materials of all types (lumber, hardware, adhesives, grout, sand, cement rebar)
  - Pipe valves and fittings of all types of material construction (steel, Ductile Iron, Plastics, Copper/Brass, stainless steel)
  - Raw materials including steel plate and structural shapes, and sheet metal
  - Small tools
  - HVAC duct and accessories
  - Machining services

**Physical Requirements:**

The work environment characteristics described below are representative of those an employee encounters while performing the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Required to exert 25 pounds of force or more frequently, and to lift, carry, push or otherwise move objects.
- Work involves sitting, standing, walking, kneeling, bending, and climbing for a varied amount of time.

Please send your resume and cover letter to [HR@Montmech.com](mailto:HR@Montmech.com).

Equal Opportunity Employer, M/F/D/DV

Monterey Mechanical is an equal opportunity employer and is strongly committed to implementing its Equal Employment Opportunity/Affirmative Action Policies. We will not discriminate against any person on the basis of ancestry, marital status, race, religion, color, national origin, sexual orientation, gender, disability or medical condition.

We maintain a drug-free workplace and perform pre-employment substance abuse testing.