

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 80 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

Position Summary:

Supervised by the purchasing manager; assists the purchasing manager in the procurement of industrial materials. Works closely with estimating, operations, vendors, and subcontractors.

Responsibilities:

- Negotiates and prepares agreements with vendors and maintains open lines of communications with those vendors.
- Maintains strong working relationships with vendors.
- Verifies product deliveries with issued purchase orders and resolves discrepancies.
- Resolves quantity and/or pricing issues if the invoice differs from order.
- Available to deliver bids.
- Performs other duties as assigned.

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 relations with coworkers, vendors, and subcontractors.
- Proficient in Microsoft Office.
- Candidate should be experienced with following commodities:
 - Building materials of all types (lumber, hardware, adhesives, grout, sand, cement rebar)
 - Pipe valves and fitting 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 10 to 20 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 varied amounts of time.

Salary Range:

\$80,000 to \$100,000 Annually

- Pay may vary based upon relevant experience, skills, location, and education among other factors.

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.