



Supply Chain Assistant

Highland, IL

Job Summary: Provide support to the Supply Chain Department by finalizing purchase part descriptions for New Part Number Requests, processing ECOs, updating the appropriate records in the E1 business system and running BOM reviews for ECO Sales Quotes.

Reports to: Purchasing Manager

Essential Duties:

- Enter new P5 or P7 ECOs in the Workload Status access database.
- Explode BOMs for ECO Sales Quotes.
- Establish new plant branch records for existing purchased parts as requested.
- Create Item Master records and Branch Plant records with pertinent data, such as short and long descriptions and material class codes as outlined on New Part Number Requests.
- Process and follow up on ECO requests for purchased components parts and implement per established processes.
- Review and update E1 with safety data sheets as provided from Receiving or other personnel within the company.
- Review Incoming Inspection discrepancies and involve the appropriate buyer to resolve if required.
- Add/Remove flash message notifications as requested.
- Archive the part number supporting documentation including adding datasheets to the Item Master.
- Interface with Engineering, Purchasing, Material Planning, Sales, Quality Control, Industrial Engineering, Production Planning, and Production.
- Obtain manufacturer specifications as needed.
- Perform Internal Quality Audits as part of the audit team.
- Input and maintain Buyer Metrics; review with team on a monthly basis.
- Examine/review/approve Forecast ECOs.
- Perform work quality proofing for all information entered into E1 and all access databases.
- Perform administrative/clerical functions for the department when necessary.
- Perform Print Room backup duties as requested.
- Perform other duties as assigned.

Requirements:

- High school degree.
- Associate's degree in business or related field preferred.
- Access and Excel knowledge is preferred.
- Working knowledge of Enterprise 1 Business System preferred.
- Good communication skills, both verbal and written.



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Contact:

Basler Electric welcomes employment applications received directly from interested candidates. We prefer that you submit your resume in Microsoft® Word or Adobe® PDF format.

Basler Electric Company
Human Resources
12570 Route 143
Highland, IL 62249-1074

Tel: +1 618.654.2341, ext. 252
Fax: +1 618.654.2351
Email: employment@basler.com

Benefits:

Basler offers a comprehensive benefits package which offers: Medical, Prescription, Dental, Vision, Life, and AD&D insurance; a 401k plan; paid leaves for Vacation, Holiday, Sick, Jury Duty, Bereavement; tuition reimbursement. All benefits are subject to eligibility requirements.

Compensation:

We anticipate filling the Supply Chain Assistant position with an expected compensation range of \$24 - \$26 per hour. We are open to reviewing additional candidates with more or less experience and the pay range may differ if filled at a different level. Our pay ranges are determined by job, responsibility, and location. Starting pay and job title are based on location and job-related factors such as candidate experience, training, knowledge, and skills.