



Title: Purchasing Operations Administrator

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Posting Expiration Date: 07/02/2018

Work Location: Newton, MA,

Description

PURCHASING OPERATIONS ADMINISTRATOR - BARCLAY WATER MANAGEMENT, INC. was founded in 1932 and is the oldest and largest employee-owned water treatment organization in North America. We manufacture a wide range of specialty treatments for controlling water chemistry in heating, cooling, process and power generating systems. We are seeking a motivated, self-driven individual to join the Barclay team as a Purchasing Operations Administrator located in our Newton, MA Headquarters.

Responsibilities include:

- Process purchase orders to a variety of vendors for raw materials, equipment, supplies and services for both internal and external customers.
- Coordinate the logistics and shipment of orders; providing ship dates and acknowledgements to Customer Service and Sales as needed.
- Reports to the Purchasing Manager and assists with a variety of tasks and assignments for the Purchasing Department.
- Coordinate/Administration of Barclay's growing fleet of leased vehicles and trucks.
- Supports the VP of Finance and Accounting Department with vendor invoice processing in SAP Concur as well as other financial transactions/report analysis as requested.
- Assists with other projects as needed.

Required Skills

Qualifications include:

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- 0-2 years' experience and a Associates or Bachelor's degree required
 - A strong desire to learn and succeed
 - Extreme attention to detail
 - Excellent communication, organizational and interpersonal skills
 - Microsoft Office experience a must
 - Knowledge of SAGE 100 accounting software a plus
 - Knowledge of SAP Concur a plus
 - Authorization to work in the US a must

Benefits

We offer a competitive salary and benefits package including an Employee Stock Ownership Plan (ESOP).

Kind: Full Time

Level: Administrator

Apply

Qualified candidates are encouraged to send a cover letter and resume to Human Resources via email, careers@barclaywater.com or fax (617) 744-3450.

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