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Sarco, Inc., DBA 123eWireless, a manufacturer of RF/Fiber cables and telecom products is looking to hire immediately, Management Trainees to support our aggressive growth plans. We are located in Rancho Santa Margarita, CA.

Purchasing Assistant – Management Trainee

Primary focus will be to receive training and execute tasks to support the purchasing and production planning functions in the following areas:

- Purchase order management: Follows organizational protocols for executing tasks related to: P.O. entry/revisions/status/acknowledgements/standard P.O. maintenance
- Communicate and coordinate work orders with Planner and Production.
- Contacts vendors to expedite/de-expedite open purchase orders to
- Verifies packing slips against invoices against PO and enters into Great Plains.
- Works with Accounting to researches invoice discrepancies.
- Manage and respond to a high level of daily information and communications received via e-mail, fax and telephone
- Assist in identifying and implementing process improvements
- Reconcile accuracy of pricing on P.O.'s through pricing reports provided by mills
- Maintenance of weekly or monthly reports – Expedite List/MRP or Inventory Report
- Will be trained on the coordination of inbound truck freight.

Minimum requirements for consideration of all positions:

- *Management/Trainee positions require a willingness to relocate.*
- All positions will work on the assembly lines as part of their training.
- Reports to work on time.
- Demonstrates flexibility with changing demands in a fast-paced environment.
- Willingness to learn products and materials/assembly components, apply good manufacturing practices in performing daily tasks and work overtime as determined by operational demands.
- Become familiar with and comply with quality protocol as they relate to job being performed.
- Pays attention to details, audits own work and that of others.
- Lifting requirement is up to 50 pounds.
- Able to execute job tasks based on verbal instructions, written procedures or by following engineering specifications from drawings.
- Maintains a clean/organized work environment.
- Works within the safety requirements of the job and also promote/apply safety practices throughout.
- Display of a positive attitude and fosters teamwork throughout.
- Works in a fast paced environment, proactively participating in operational activities and has STRONG follow-up skills, a must.
- Trains with other department on their procedures and processes.
- Other duties may be assigned.

Education:

BS in Business Administration, Accounting or Management, some exposure to procurement/supply chain management would be helpful.

Experience:

None. 1 year providing support to Purchasing functions would be helpful.