



Job Title: Purchasing Assistant

Job Type: Part-time- year round

HARTUNG BROTHERS, INC is a family owned and operated agribusiness. We have been developing a wide range of solutions for agriculture producers and processors alike since 1975. Hartung Brothers offers agriculture contracts for seed corn and cucumbers to farmers and processors.

We are currently in need of a part-time purchasing Assistant at our Arena facility. The Purchasing Assistant will assist in purchasing regularly needed supplies, uniforms, or services as needed for the daily operation of Hartung Brothers. In addition, responsibilities will include verifying all purchases made by the purchasing agent and tracking delivery of items. Hours may vary. This position requires work to be done on site and includes a significant amount of walking each day. You must be initiative-taking, detailed oriented and maintain high quality standards to meet customer needs.

Responsibilities:

- Entering parts, supplies, and interoffice mail into HBI's purchasing system.
- Oversee items such as shipping /receiving and inventory monitoring.
- Responsible for verifying prices of purchases while maintaining good relationships with vendors, combining orders for quantity discounts.
- Work with all HBI locations to assist in obtaining resources efficiently.
- Assist with ensuring the shop is kept orderly and is a safe work environment for employees and visitors.
- Create purchase orders and review computerized or manual records of items purchased, costs, delivery, and inventories.
- Review catalogs, industry periodicals, directories, trade journals, internet sites and consult with other department personnel to locate necessary goods and services.
- Monitor shipments to ensure that goods come in on time, and in the event of problems trace shipments and follow up undelivered goods.
- Assist the purchasing agent by verifying that each HBI employee receives proper parts to ensure successful repair of the vehicle or machine.
- Comply with company and customer regulations and policies.
- Continually monitor and report all health, safety and food concerns or deviations to supervisory management.
- Duties may include the local pickup and delivery of ordered items.
- Other duties that may be assigned.

Preferred Qualifications:

- Knowledge of quality control, costs, and other techniques for maximizing the effective pricing, acquisition, and distribution of goods.
- Excellent communication skills.
- Must be highly organized and able to handle several tasks concurrently.
- Candidate **MUST** be a self-motivated and detail-oriented person with high drive to be able to focus in a high tempo environment with ability to adapt to changing situations on a daily basis.
- Working knowledge of Microsoft applications (Word, Excel, Outlook, Teams).
- Knowledge of a CRM system is preferred.
- Some knowledge of farm machinery and their parts.

To apply for this opportunity: Send your resume to CAREERS@HARTUNGBROTHERS.COM OR

apply online at WWW.HARTUNGBROTHERS.COM/CAREERS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed. This may include mandatory overtime, weekends, and occasional holiday work during the season.