

Stylmark, Inc.**Open Position:** Production Control and Purchasing Assistant

You haven't experienced a company like Stylmark before! We are an employee-owned leader in designing and manufacturing finished fixtures and full solutions, including aluminum and steel, LED lighting, displays, showcases, fitting rooms, shelving and more.

Our Opportunity:

The Production Control and Purchasing Assistant is responsible for supporting the production control, cycle count and purchasing functions.

Key Responsibilities

- A. Release work orders base off system requirements.
- B. Print, sort and deliver work order paperwork to production departments.
- C. Follow up on existing jobs with production supervisors and leads.
- D. React to system generated alerts.
- E. Create Purchase Orders based on material requirements, office supplies and other miscellaneous needs.
- F. Follow up on purchase orders with vendors to ensure timely material delivery.
- G. Generate and lead cycle counts of inventory to meet company goals.
- H. Ability to communicate and interact effectively with internal employees and external vendors.
- I. Ability to work independently with little supervision.

Additional Duties

- Generate information/reports as required.
- Participate on committees and teams as required.
- Other projects and tasks as assigned by the Supply Chain Manager.

Knowledge, Skills & Abilities

- Basic Microsoft suite knowledge (Excel, Word, Outlook, etc.)
- Ability to accurately count a variety of materials
- Frequent use of computers, phones and calculators
- Ability to work in a industrial manufacturing and office setting

Desired Education and Experience

Minimum of an Associates degree preferred, or a minimum of 2 years of production control and/or purchasing experience in a manufacturing facility.

Sound like you?

We are an entrepreneurial, family-like environment where everyone's ideas matter and add value. We have fun, collaborate and learn from each other.

Stylmark offers a strong total compensation package including:

- Market competitive salary
- Employee Stock Ownership Plan
- Medical
- Dental
- Paid Time Off
- Holiday Pay
- Short Term Disability
- Long Term Disability
- 401(k) / Roth with Employer Match
- Underground, free parking

We are an equal opportunity employer and value diversity at our company. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability, or any other protected status.

Job Type: Full-time, Non-Exempt

Hourly Wage: \$18.00 – \$20.00*

*Pay is dependent on skills and/or qualifications