

**Date:** 11/19/2021

**Job Title:** Aquatic Office Manager/Buyer

**Category:** Exempt

**Reports To:** Director of Engineering/Quality and Compliance Manager

**Position Summary:** Responsible for front office administration, order entry, invoicing, project coordination, ERP (WISE) part adds/BOM's as needed, supplier compliance and QMS/ISO registration support.

**Essential Functions:**

- Enters customer orders into ERP system
  - Integrate between Sales, Purchasing, Engineering & Manufacturing
    - Fixes any discrepancies with sales before order gets entered
  - Creates new part adds and BOM's where applicable
    - Purchased and Manufactured parts
  - Add to the ERP system and schedule accordingly with backlog
  - Credit commission to proper salesman
  - Manage the inspection flag system in WISE to insure it is consistently and thoroughly used
- Invoicing & Payment Processing
  - Works with accounting to reconcile accounts receivable.
- Document control – 330 Hopping Brook
  - Record retention
  - ECO control admin/project management
- Training matrix for Aquatic
  - Keep current along with HR
- Materials
  - Executes Material Planning, Procurement and Inventory Control (planning, sourcing and purchasing activities of all materials, supplies and services).
  - Manage inventory shortages, including root cause analysis and action plans
  - Work with Purchasing on orders for shop & office supplies
  - Manage inventory database, includes verifying the validity of the database for proper planning results.
  - Review Daily Order Bookings Reports for variances to Forecast in MRP and determine procurement requirements in relation to inventory stock levels.
  - Work closely with Sales Department to monitor current sales trends and changes in Forecasts and make Purchasing changes accordingly.
  - Drive improvements in the Purchasing cycle, from MRP improvements to supplier relations
  - Support the Purchasing Department's requirements under ISO
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- Serve as Quality assurance resource to department supervisor(s) for problem identification, resolution, and continuous improvement for Quality and Compliance matters.
- Assist production manager with bi-weekly manufacturing continuous improvement meetings
- SCAR's – create and assist purchasing with supplier corrective actions
- Fulfill documentation and reporting requirements for Quality Management Program. Schedule periodic documentation reviews as required by Quality Control procedures
- RoHS/REACH/WEEE and compliance management
- Conduct Internal audits on an as needed basis
- Facility management including janitor & coordination with landlord (Bay State Engineering)
- Arrange for needed office equipment and maintenance
- Other administrative duties as required

**Qualifications:**

- College degree preferred.
- 3-5 years' experience in office management
- \* Highly motivated self-starter with ability to work independently
- \*+ Strong organizational and time management skills
- \*+Excellent written and verbal communication skills
- + Data analysis and reporting skills
- \* Ability to analyze data, solve problems and generate reports
- \* Close attention to detail
- \*Ability to manage multiple priorities and effectively respond to urgent situations
- \*+ Proficiency in Microsoft Office products (PowerPoint, Word and Excel)
- \*Ability to take initiative, maintain confidentiality, meet deadlines
- \*Good interpersonal skills with ability to interview individuals associated with audit subject matter, as well as communicate findings to management.
- \*Ability to take initiative, maintain confidentiality, meet deadlines
- \*Experience working successfully as part of a team
- Ability to understand drawings and documentation produced by engineers

**Delegation of Authority:**

The Iwaki America Inc. Delegation of Authority Matrix is incorporated herein by reference

\*Denotes essential qualification

+Denotes core competency