



**Beacon Industries (Newington, CT)** is has an opening for a **Purchasing Assistant** that will support the departments. This position is ideal for someone who is a strong team player and someone that enjoys a deferent challenge every day.

**POSITION SUMMARY:**

The **Purchasing Assistant** will provide general administrative assistance and support the purchasing functions by entering data, creating purchase orders, following up with orders and contacting vendors. This position may also handle clerical duties and support general office functions such as coordinating appointments for vendor visits, schedule meetings with suppliers, and organizing quotes to process purchase orders.

**DUTIES & RESPONSIBILITIES:**

- Research pricing of goods and services to find lower total cost alternatives
- Organize vendor quotes and create Purchase Orders; follow up on internal approval process
- Place orders and confirm deliver dates with vendors; follow up on critical orders and deliveries
- Communicate and update Management on any changes in delivery dates from suppliers
- Office supplies and basic industrial supplies; maintain inventory and reorder as necessary
- Provide assistance to management with special projects, and other support functions

**QUALIFICATIONS:**

- Professional interpersonal skills and ability to work with clients and vendors
- Ability to research pricing and procuring quotes for goods and services
- Excellent written and verbal communication skills
- +2 years of experience working in a Manufacturing or Warehouse environment desired
- +2 years of experience supporting a purchasing department a plus
- Working knowledge of MS Office (Word, Excel, Outlook, etc.) programs
- Experience with Visual Manufacturing ERP a plus

**BEACON EMPLOYEES ENJOY:**

- Career opportunities in Advanced Manufacturing
- Friendly & Professional Work Environment
- Strong Compensation Packages
- Lucrative Shift Differential Pay for 2nd shift
- Generous Paid Time Off & Paid Holidays
- Excellent Health Benefits Package
- Plus 401K & Tuition Reimbursement

If you're looking to join a company that can give you the opportunity to work with a team of skilled professionals, state of the art machinery, aerospace-grade materials, and cutting edge technology....look no further. Our production team and machinists manufacture some of the most complex parts in our industry, and now you have the opportunity to join our team!

For consideration, please send a copy of your resume to [HR@beacongp.com](mailto:HR@beacongp.com) and complete the application process.

**ABOUT US:**

Beacon Industries has built its reputations within the aerospace industry for being a world class manufacturer of major rotating components, supporting turbine-engine OEM companies around the world. We manufacture and supply our customers with the most complex components, built to their exacting standards, by some of the most experienced people in the aerospace manufacturing industry - and this is the main reason for our continued success.

For over 65 years, our customers have trusted Beacon to manufacture their products. This trust and responsibility has been earned over the years by supplying quality parts, on time, and within budget. Beacon is able to provide this level of service due to its unique capacity in Broaching, Grinding, CNC turning, and (5 axis) milling supporting the manufacturing of small and large parts alike. We have an array of supporting services in-house which include Design, Programming, and Quality Engineering support.

In addition to and in support of our these resources, Beacon has a full complement of precision machinery and conventional equipment paired with an wide selection of in-house services which include CMM, FPI & MPI NDT Inspection, Spin Balance Testing, Shot-Peening, and much more!

Beacon Industries is a privately held, woman-owned company, and is a US DOD classified small business with NADCAP, ISO9001-2008 and AS9100C certifications.

Beacon Industries offers competitive wages and benefit packages plus 401K, tuition reimbursement, and second shift differential pay.

Beacon Industries is an Equal Opportunity Affirmative Action Employer. EOE M/F/D/V

Only those who meet the minimum qualifications will be contacted for an interview.

**Please, no telephone calls from search firms or headhunters.**