

JOB OPPORTUNITY LISTING!!

(post date 12.2.11)

Position: Supplier Liaison/Expediter
Classification: Full Time
Rate: DOE (depending on experience)

Requirements/Description:

Southern California aerospace manufacturer is seeking dynamic, energetic, and motivated individuals. The successful candidates will possess strong computer skills including word processing, spreadsheets and the ability to learn the use of proprietary software. Additionally he / she should be self-starting, highly organized, outgoing and with excellent people and telephone skills. This person will be looked at as being an integral part of the procurement department team and should be able to anticipate problems and tasks before they are specifically pointed out. Tasks include ensuring timely deliveries of goods ordered from our suppliers (this is most important of all), documenting telephone conversations, providing up to the minute accurate information to our program managers and general interface with our suppliers. Tasks also include correspondence and letter writing (good spelling and grammar is a must), spreadsheets and other good decision making skills to make sure we satisfy our customers with the best on time performance possible. If you have a good understanding of the processes used to produce sophisticated metal parts, that would give you an advantage. Experience in this kind of setting and performing similar tasks is a definite plus.

We offer commensurate salary along with vacation pay, voluntary 401k, subsidized medical coverage and optional dental coverage. We offer a pleasant working environment in a privately owned entrepreneurial setting.

Send/E-mail/Fax

Resume to: Marvin Engineering Co.,Inc.
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Inglewood, CA 90302
Fax: 310 671-1256
E-mail: Jobs@marvineng.com

EOE/AAP M/F/H/V

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