Who We Are

A high percentage of automated machinery found in American factories is produced in Europe. Located in Dallas, NC, Rankin USA is a leading source of components for these European-made machines.

We have developed an effective supply chain of component manufacturers and trading partners to obtain the brands of products our customers need to keep their factories running.

Purchasing Associate Job Description

Rankin USA is hiring a full-time purchasing associate to help maintain long-term, profitable vendor relationships. Responsibilities include communicating with vendors to process purchase orders, arranging product shipments, addressing customer delivery concerns, and informing our Sales Team with timely purchasing information. All industry-specific skills will be taught.

Responsibilities

- Accurately and efficiently collaborate with other members of the Purchasing Team
- Evaluate customer orders to create, review, and submit purchase orders to vendors via email and phone
- Ensure purchase orders contain accurate part numbers, pricing, quantities, and delivery requirements
- Verify supplier order acknowledgments against original purchase orders
- Monitor and follow up on outstanding or unconfirmed purchase orders
- Resolve discrepancies between purchase orders, acknowledgments, invoices, and receiving goods
- Maintain accurate purchasing records within company systems
- Help maintain and establish professional, responsive relationships with existing and new vendors
- Assist our Sales Team by communicating vendor updates, shipping delays, and product changes to internal teams

Skills

- Excellent attention to detail and communication skills
- Self-starter able to recognize and develop opportunities for deeper vendor relationships
- Intermediate computer proficiency in a PC environment and ability to learn additional software programs as needed (web, email, data entry, document creation, Microsoft Office, inventory software)
- Ability to conduct research, gather data, analyze information, think critically, and solve problems
- Dedication to the accuracy and organization of information
- Capable of working with minimal supervision while being team-oriented
- Strong drive to see tasks completed correctly in a timely manner

Minimum Qualifications

- At least 18 years of age
- Eligible to work in the United States
- High school diploma or equivalent

Schedule

- Full-time, Monday-Friday
- 8:00am – 5:00pm
- No weekends, no overtime

We pledge to give our full and best effort to not only meet our customer's industrial components needs, but to exceed their expectations, earn their trust, and keep their business.

We'd love for you to be a part of our team. Interested? Scan the QR code to apply today!