



Godby Hearth & Home seeks a ***Purchasing Administrator*** for our west side location at **7904 Rockville Rd. Indianapolis, IN 46214**. Previous purchasing experience is **not** required. Strong Microsoft and network computer skills are a plus. In-house training by current staff and supervisor will be provided for all job responsibilities.

About Us

Godby has established itself as the destination for high quality products and services in the residential construction industry. We employ full-time, year-round employees (no contractors or subs) in order to provide the high level of sales, installation, and service to our customers. Our customers include new construction, remodeling and direct retail. The majority our growth comes from referral and repeat business from our satisfied customers. We promote a working team environment where everyone supports each other's efforts.

Who We Are Looking For

This is not your typical office administration position. We want an independent thinker who enjoys working in a fast pace environment and has a desire to continue to learn. There will be significant direct communication with our suppliers so strong written/verbal communication is key. Organization and ability to monitor multiple projects simultaneously is also critical. The position has tremendous growth potential for someone who continually seeks new challenges.

The Job

This position will be the administrative liaison between the Company and its material suppliers. You will be the primary person responsible for preparing and monitoring purchase orders for our material suppliers. These orders will consist of inventory stocking, pre-season product and customer special orders. You will be the hub of communication for sales, warehouse and the installation team regarding timeline of product arrival. This communication needs to be organized and proactive in nature.

Required Skills Include

- Solid with MS Word and Excel
- Strong written and verbal communication skills
- Desire to continually learn
- Awareness of what you do not know and willing to ask for help
- Organization and accuracy skills
- Proactive approach to problem solving
- Able to perform work unsupervised
- Ability to work well with others

Compensation and Benefits

This position is a full time 40 to 45 hours per week commitment. Salary range is \$13.00 to \$15.00 per hour based upon experience and fit with the company. Benefits include major medical and ancillary plans, paid vacations, paid holidays, and employer match retirement plan.

This position has the potential to grow into other career opportunities within our company. We are looking for individuals who want a career working at Godby Hearth & Home. We will request completion of a "DISC Motivator Profile" by all applicants before we start the interview process.

Apply online today! <http://www.godbyhearth.com/join-our-team/>