



Capital Steel & Wire is seeking a full time Purchasing/Procurement Associate to join our team. This role provides administrative support to the Purchasing Manager and is responsible for daily communication with vendors, sales, and accounting to ensure accurate timely information between all departments. The standard hours for this position will be 8:00 A.M. – 5:00 P.M., Monday – Friday.

Responsibilities include:

- Respond to customers & supplier inquiries about order status, changes or cancellations.
- Gather information for quotes.
- Issue purchase orders.
- Assist with inventory management
- Manage all documentation to maintain approved supplier status per ISO and accounting guidelines.
- Perform other duties as assigned.

Experience and Qualifications

- Associates or Bachelor's degree preferred
- Administrative support work experience strongly preferred; experience with purchasing support desired
- Experience with Microsoft Office Suite programs, Internet applications, and database applications.

To Apply

Send resume, cover letter, and compensation history to employment@capitalsteel.net with "Purchasing/Procurement Associate" in the subject line.

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At Capital Steel & Wire, we pride ourselves on a culture of hard work, integrity, and a friendly and welcoming environment. We are a privately owned company that provides opportunities for internal growth, a competitive benefits package for full time employees, a 401(k) retirement plan, and paid time off and paid holidays. We are proud of the work that we do and the products that we produce. We seek employees who set high standards for themselves and work well in a team-focused environment. If our culture and environment seem like a good fit for you, please consider this employment opportunity!