



The Nautique Boat Company has an immediate opening for a Purchasing Agent to be part of our company's legacy of high performance boats.

Join Our Team: Nautique Boat Company has an outstanding career opportunity available at our boat manufacturing facility in East Orlando, FL. We are celebrating 92 years of excellence in the marine industry, Nautique Boat Company is a subsidiary of Correct Craft and has been on the waters of the world with a passion for innovation since 1925. Nautique is known to push the envelope of possibility on the water, and our customers have come to expect nothing but the absolute best. The world's best ski boat, world's best wake boat, and a company that cares. Through our Nautique Cares initiatives we're dedicated to not only making a difference on the water, but to people in need around the world. To learn more visit <http://www.nautique.com/contact/careers>

Job Description: Responsible for material forecasting, determining stock levels, purchase order placement and maintenance. In addition, you will be managing on-going purchase order placement, order tracking, supplier follow-up and overall raw material inventory flow to support efficient day-to-day supply chain operations.

Essential Job Functions:

- Preparing and expediting purchase orders
- Entering purchase orders and into the ERP system
- Matching packing slips with corresponding purchase order
- Inventory control duties are expected to include: cycle count, purchase order receipt accuracy, and returned material inventory.
- Maintaining files and records of materials, prices, inventories and deliveries, researching, tracking and matching records of materials through;
 - Purchase requisitions
 - Purchase orders
 - Purchase order acknowledgments
- Work with accounting on price checks and proofs of delivery
- Maintaining relationships and communication with vendors and internal departments.

Skills/Qualifications

- Excellent computer skills including: Excel, charts & graphs, PowerPoint, and Microsoft Outlook

- Patience and good temperament while dealing with vendors
- Team player
- Knowledge of computer systems and databases used by the Purchasing Department
- Proficiency in Microsoft Office (Excel, Outlook)
- Must have excellent communication skills
- Must be able to work with a team to complete daily tasks.
- Follow instruction of manager/lead when doing miscellaneous duties.
- Strong work ethic with ability to work well under pressure, high initiative, and ability to handle multiple tasks.
- Must have outstanding verbal communication skills.
- Must have attention to detail for data entry.
- Knowledge of boating a plus
- Excellent organizational skills and self-motivated
- Bachelor's degree in business, supply chain management or comparable area of study

Physical Requirements:

- Must be able to work in a manufacturing environment.
- Must be able to wear proper safety equipment when necessary.
- Must be able to lift 40 pounds may be required when necessary.

We offer attractive, competitive benefits including: medical, dental, vision, life, STD, LTD, paid vacation, education assistance and a 401K plan.

Qualified Applicants can apply at www.nautique.com/careers, by email at hrapp@nautique.com or in person M-F 8-4 at 14700 Aerospace Pkwy. Orlando, 32832.

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