



Broadata Communications, Inc. (BCI), a subsidiary of Intellisense Systems, Inc., is a privately held, California-based corporation. BCI has a reputation as a leading and innovative company specializing in the development of market-driven products for the transmission of digital multimedia (video, audio, and data) over fiber.

Many of BCI's clients are world leaders in their industry, which span a wide variety of industry segments including entertainment, broadcast, medical, professional audio/video, house of worship, education, government, military, and transportation.

We are looking for a hands-on **Purchasing Expeditor**.

This is not a remote position.

Job Description

- Expedite material from suppliers. Working with supplier to ensure accurate and timely submissions of documents
- Work closely with production and purchasing coordinators to effectively manage material demand and supply flow
- Maintain inventory, investigate and resolve any variances between inventory reports and physical inventory
- Maintain communication and relationship with vendors

Job Qualification

- High School Diploma (GED) with 2-4 years of experience, or Associates Degree in science/technology with 1-3 years of experience
- 1-3 years in high-tech manufacturing/production environment
- Demonstrated inventory control responsibilities in an electronics production environment
- Ability to kit from the product – understand Bill of Materials, assembly drawings and/or procedures
- Ability to commit to and work under deadlines
- Knowledge of MRP (e.g., SAGE) software
- Excellent Microsoft Excel and Microsoft Word skills
- Detail oriented and organized
- Excellent verbal and written communication skills
- Successful candidate must be able to lift and carry weight unassisted not exceeding <20 lbs.

Preferred but not mandatory

- 4+ years in high-tech manufacturing/production environment
- Must be able to work in a challenging and engaging work environment that promotes teamwork, creativity, accountability, and professional development.

Benefits:

- Medical, Vision, Dental Insurance
- 10 paid holidays
- 401(k) matching, 100% of the first 4% in eligible compensation
- Flexible Spending Account
- Voluntary Life Insurance