



## Purchasing Administration

*Location: Des Moines Metro Area*

*Reports to: Logistics Manager*

*Works closely with: Controller, Hardware Engineering, Sales Operations, Technical Services*

### **Description**

Igor is expanding the Logistics team to include a Purchasing Administrator who will provide support to the Logistics Manager and work with others across Igor departments to meet customer product needs. This is an exciting administrative role with visibility and impact, as you provide administrative support in fulfilling customer orders, and provide valuable data and information to decision-makers across the company.

### **Responsibilities**

- Preparing and packaging orders for shipment to customers
- Tracking orders and ensuring timely delivery
- Updating internal databases with order details (dates, vendors, quantities, discounts)
- Maintain updated records of invoices, contracts, and shipping documents
- Follow-up with suppliers as needed to confirm or change orders
- Monitoring stock levels and identifying purchasing needs
- Updating and distributing reports using Excel, Salesforce and other tools
- Responding to internal requests for data and information
- Support ad hoc special projects and tasks as required

### **Requirements**

- Administrative experience in Purchasing or Accounting in a professional environment
- Knowledge of MS tools including Excel
- Very detail-oriented
- Salesforce software experience a plus
- High comfort with administrative files and activities
- Interest in numbers and data
- Ability to work in a fast-paced environment and manage competing priorities

### **To Apply**

Send your resume to [HR@igor-tech.com](mailto:HR@igor-tech.com) with the job title in the subject line.