

## CAREER AT THE MARKET LEADER FOR ULTRASONIC WELDING TECHNOLOGY



At Herrmann Ultrasonics, we believe that a strong team has led to our position as market leader. As we continue to grow, new employment opportunities transpire. Take on a versatile and largely independent role strengthening existing customer relationships while providing exemplary customer service and training. Together we will pursue ambitious goals.

### Operations Associate

Herrmann Ultrasonics is a very successful and fast growing company within the Herrmann Group. Well known Fortune 500 companies turn to Herrmann Ultrasonics for application and project consulting based on our technology advancements and decades of experience. We pride ourselves on being not only an equipment provider, but also a solution specialist in the field of ultrasonic welding. The global Herrmann Academy will ensure your continuous education.

We're a family owned company that invests heavily in both its technology and its people. Join a company that recognizes and rewards top performers.

#### Benefits:

We offer a competitive compensation package including bonus potential. 401(k), holidays, paid vacation, health, life, dental and disability insurance are among the benefits offered.

#### Job Description:

As our Operations Associate, your primary objective is to ensure the timeliness and accuracy of all purchasing, prepare shipping documentation for warehouse personnel and provide back-up support for order processing. This includes playing a key role on the Operations team and assisting the Operations Manager in completing clerical and administrative tasks related to the functionality of the Operations division. For success in this role you will demonstrate that you are able to make educated decisions, be a team player, comprehend our technology, and understand how our CRM/ERP systems interface.

#### Responsibilities as Operations Associate:

- Process and verify accuracy of vendor purchase orders in ERP for all purchases within the company; maintain accurate and complete records related to all purchasing activities
- Ensure suppliers adhere to work and delivery schedules
- Manage revisions and/or purchase order statuses, this includes providing updates with appropriate personnel regarding purchase order ship dates, product availability and back-orders
- Maintain vendor account information in ERP system (i.e. addresses, shipping accounts, name changes, etc.)
- Prepare shipping documentation for warehouse personnel (i.e. provide shipping paperwork - pick tickets, packing slips, and international documents), call/e-mail customers to arrange shipments, etc.
- Provide back-up support for Order Processing including processing and verifying accuracy of customer purchase orders in ERP for capital equipment systems, intricate tooling and spare parts; sending order acknowledgements to customer within 24 hours of receipt of order, along with deposit invoices when required
- Develop and implement continuous improvement efforts within area of responsibility
- General clerical tasks and project work as assigned

#### Required skills:

- Minimum of 2 years' experience in a professional office environment (in operations / manufacturing environment a plus)
- Efficient with an ERP system (i.e. SAP, abas)
- Strong customer service, retention skills, verbal and written communication skills and attention to detail
- Able to build a collaborative work relationship with different groups within the organization
- Proficient in Microsoft Outlook, Word, Excel and PowerPoint
- Energetic, self-motivated individual able to work in fast paced team environment and prioritize workload effectively
- Additional language skills a plus (German, Spanish)

Qualified candidates, please submit your resume with Operations Associate in the subject line to: [jobs@herrmannultrasonics.com](mailto:jobs@herrmannultrasonics.com)