

CLIENT:

Founded in 1995 and located in Norwood, Massachusetts, **American Holt** (www.americanholt.com) is rapidly becoming the nation's leading independent supplier of high quality generic replacement parts for high volume packaging, processing and converting machinery. Serving Fortune 500 Companies across an array of industries, American Holt is a full service engineering company focused on the reverse engineering and manufacturing of aftermarket parts. Privately held and with beginnings in the envelope converting industry, American Holt is experiencing dramatic sales growth, as its reputation for providing quality replacement parts at highly competitive cost savings has grown.

RESPONSIBILITIES:

American Holt now seeks an **Inventory Coordinator** who will be responsible for data entry, reporting, and other basic clerical tasks. Candidates will be entering inventory/parts counts and levels and tracking them in a company database. The ideal candidate will be someone who truly enjoys entering data, and organizing reports. To be considered for this position, candidates must have at least 2 to 4 years experience in an inventory role. Candidates must also be comfortable with MS Word and Excel. Access database and QuickBooks working knowledge a plus.

Qualified candidates will have experience:

- Updating and reporting on parts delivery dates;
- Tracking pending purchase orders and backorders;
- Managing inventory levels – max/min;
- Writing purchase orders;
- Helping organize stock rooms.

The successful candidate must be:

- Highly detail oriented, precise, and organized;
- Self-motivated, willing to learn and take initiative;
- Customer-oriented with meticulous follow-through;
- Analytical and able to think through solutions to solve challenges;
- A multi-tasker who can juggle many projects simultaneously and quickly change priorities when needed;
- A team player who can also work independently;
- Dependable, hard-working and patient;
- An excellent communicator, both verbal and written.

Hiring will be dependent upon successful completion of a background check and drug screening, in accordance with company policies and federal and state guidelines.

COMPENSATION:

Compensation is both competitive and commensurate with experience. American Holt is an equal employment opportunity company.

TO APPLY:

Due to the pace of this search, candidates are encouraged to apply as soon as possible, but no later than June 30, 2010. Applications including a cover letter, your resume (in Word format), salary history and where you learned of the position should be sent to: AHC.INV@gmail.com. Please type your name (Last, First) as the only contents in the subject line of your e-mail. No phone calls please.