

Wiley Metal Fabricating, Inc. is a locally owned manufacturing company in Marion, Indiana. Let's Shape the Future Together! As part of our growing team, you will find rewarding opportunities within our company. If you want a family atmosphere our company, is just the place for you.

Purchasing Clerk Manufacturing

This position is to provide clerical support to the Purchasing Departments in a manufacturing environment.

Some of the tasks will be but not limited to: Generate, organize, distribute and track all documentation and work progressing through and affecting engineering. Assist purchasing department with coordination of purchase orders, inventory control and vendor management.

Knowledge, Skills and Abilities:

Computer - Basic knowledge of excel, word, outlook

Able to learn company software program(s)

Data entry – accuracy is a must

Attention to detail

Be able to multi-task and work independently

Manufacturing experience a plus

EEO/employer

Benefit Package: Paid vacation, holiday. Medical, Dental Vision and supplement insurance after 30 days. 401k with company match.

Pay Based on Experience

Hours: 7am – 4pm

Submit resume to: rcampbell@wileymetal.com