

Purchasing & Inventory Coordinator

Position Overview

GTUIT, LLC provides comprehensive equipment solutions to capture flare gas and repurpose that valuable energy resource for the beneficial uses for industry and communities. GTUIT is actively looking for a **Purchasing and Inventory Coordinator** at its operations facility in Arnegard, ND. This full-time position is responsible for assisting with procurement and inventory functions including ordering, receiving, stocking and maintaining inventory. Position is aided by means of a computerized inventory control and purchasing system.

This position is at GTUIT's Arnegard, North Dakota facility just west of Watford City. Hours are Monday through Friday 8 am to 5pm.

Primary Job Functions & Responsibilities

- Place purchase orders for established critical inventory items, consumables, shop supplies, sub-contractor work, and vehicle maintenance orders.
- Receive purchase orders and ensure proper receipt and closure of each order.
- Assist with maintaining and organizing inventory control system.
- Communicate with vendors and suppliers over the phone, email and on-site.
- Schedule occasional outbound shipments including carrier selection, documentation, tracking to destination.
- Unload incoming freight.
- Inspect incoming material for damage. Verify material against pack slips and purchase orders to ensure proper material was delivered.
- Once received, part-mark materials and place in proper physical locations.
- Keep inventory areas clean and organized.
- Ensure all inventory, shipping and receiving transactions are properly documented.
- Responsible for monthly physical counts, assist in resolving items off-count and maintaining an accurate inventory.
- Assist and contribute to meeting GTUIT's Quality and Safety objectives.
- Maintain a positive work atmosphere through frequent and effective communications with co-workers and management team.
- Other duties assigned.

Required Qualifications

- Ability to work effectively in a team environment.
- A self-starter who takes ownership of job responsibilities and can work largely unsupervised. Looks for opportunities to make improvements in his/her area of responsibility.
- Must live reasonably close to Arnegard, ND to fulfil a Mon-Friday schedule.
- High school diploma or GED.
- Basic computer knowledge (Microsoft Windows, Excel, Word, Outlook).
- Written and verbal communication, math, reading, and spelling skills.
- Ability to operate and be certified for forklift operation.

- 2+ years of prior related work experience in Purchasing and or Inventory/Warehouse management is highly desired. Candidates with demonstrated high attention to detail, able to work with minimal supervision and desire to further a career in purchasing and inventory management should also apply.

Desired Qualifications

- Working knowledge of inventory management and/or purchasing software a plus.
- Basic understanding of 5S, Lean objectives and Continuous Improvement techniques.
- Basic understanding Supply Chain Management.
- Willingness to learn, assist and, at times, lead supply chain initiatives and implementation of continuous improvement processes.
- Any experience in electrical design, service and/or troubleshooting of oil-field and/or energy related equipment is a plus.
- Strong consideration will be given to those candidates already residing in the Arnegard/Watford City, ND area.

Physical Requirements

- This position, at times, can require extended periods of walking, sitting or standing.
- Ability to lift 50 pounds from floor to waist.
- Must have the ability to climb ladders and/or stairs.
- Stooping, crouching, kneeling and bending.
- Handling, feeling, and gripping would be required for some activities.
- Visual acuity is required.
- This role will be subject to both internal and external environmental conditions.
- Ability to pass pre-employment screening criteria including background check and drug test.
- Ability to travel, if needed, to supplier and/or customer locations as needed.

GTUIT offers competitive pay commensurate with experience, health insurance, paid time-off, holiday pay, 401K Retirement plan with employer contribution, and other benefits. More information about GTUIT, LLC can be found at gtuit.com. If you meet the above qualifications and would like to be a part of rapidly evolving company at the forefront of energy innovations, please apply.