

## **Trek, Inc.- Purchasing**

### **Company Description**

Trek Inc., the subsidiary company of DCF Group, was founded in 1957. Since then Trek, has grown into one of the nation's leading undercarriage distribution companies, with its focus on heavy machinery undercarriage aftermarket parts. Trek has strategically placed itself all over US and Canada with 8 branches in the US and 2 branches in Canada.

Trek takes pride in its products and providing quality undercarriage and engine parts to the market has been Trek's mission since day one. It has established its brand name as quality built product. By using the company's vast global network, Trek is now poised to take another giant leap forward, as it positions itself to become a global leader in the twenty-first century, fully committed to create better products and services.

### **Job Location**

46470 Desoto Ct. Novi, Michigan

### **Key Areas of Responsibilities include**

Employee will provide support to various other business units to run daily internal operations. The ideal candidate will work for 40 hour (approx) per week.

- Purchasing track chain, roller, segment etc
- Assistance in purchasing for data analysis,
- Assistance on internal projects as needed,
- Proof reading various materials:

### **Job Qualifications**

- Proficient in Microsoft PowerPoint, Word, and Excel
- Strong decision making skills and ability to be a self-starter
- Ability to handle confidential and sensitive matters in a professional manner
- Strong organization skills
- Ability to work past pm as needed
- An individual pursuing a degree in Supply Chain Management, Statistics, Mathematics is preferred but not required
- Native in English, available Korean and available Spanish
- At least over 3 years experience in Purchasing

## **Job Description**

- Monitor Purchasing Requests (PR) from Branch. Receive and review PR's for completeness. Administer the Asset Recovery (sale) process. Communicate and work with other departments.
- Review Purchasing Requests, print incoming PR's immediately, review PR for completeness, and approve for processing further or reject and return to requestor for missing information.
- Review PR, amendments to Purchase Orders (PO) and verify that required documents are attached and all approvals are complete.
- Issue PO in GP and send to vendor.
- Maintain PR's and PO's upon request.
- Research vendors, benchmark competitive quotes, and negotiate with vendors for Purchase Requisitions.
- Respond to requests for updates of status of PR.
- Review that Purchase Orders scheduled to be delivered in the previous quarter have been received and invoiced on a quarterly basis.
- Coordinate scheduling with vendors and requestors.
- Create Monthly Timing Reports.
- Maintain various spreadsheets that are continuously updated
- Perform additional projects as assigned.
- Resolve invoice discrepancies prior to Amendment by evaluating rejected invoices from the Finance Team before sending to Requestor for resolution (PR Amendment).
- Closing out expired PO/PR in GP
- Able to handle several tasks at once, and prioritize for completion
- Keep Constant communication with Branch Managers in 10 different Trek locations
- Forecast future demands for purchasing goods
- Negotiate vendor prices with logical reasons
- Manage 20 active vendors in Korea, China, Italy and US.

Preference :communication skills, self-motivated, persistent, organize, creative, supply chain management, Statistics, Mathematics preferred

## **Benefit/Perks**

Salary DOE, Bonus ,401k, Medical, Dental, Vision, Life

## **How to Apply**

Please send your resume/cover letter to [spark@trekdirect.com](mailto:spark@trekdirect.com)

