

Hurricane Fence Company provides an exceptional range of fence solutions for all scales of Residential, Commercial and Government fence installation projects. With over one hundred years of collective experience, we've earned a reputation as a Top Regional Fence Contractor for Virginia, North Carolina, Maryland, and Washington DC. We take immense pride in all of our fence installations, from the smallest urban residential fence project to high security up and down the eastern seaboard of the United States.

We are currently seeking to fill the role of Purchasing Assistant. As part of a small, family oriented company, our employees typically wear many hats, and the Purchasing Assistant role is no exception. This position will have primary responsibility for weekly processing of purchase orders and inventory management, and will report to the Purchasing Manager.

**Responsibilities:**

Issues Purchase Orders for materials according to contract estimate

Schedules deliveries to job sites per project schedule

Keys vendor invoices and matches to bills of lading

Delivers inventory pull sheets to Yard Foreman

Keys inventory movements

Maintains inventory counts in Master Builder software

Scans Material invoices to server

General office duties including answering phones and filing

**Qualifications:**

Two years' experience in purchasing or inventory management

Excellent communication skills

Proficiency with Microsoft Excel

Sage 100 experience preferred

Construction industry experience a plus

Hurricane Fence is an Equal Employment Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other characteristic protected by law.