



Purchasing / Order Processing Position - Olathe, KS

Company Overview

Logic, Inc. is a regional high-tech distributor of industrial automation products. Since 1981, we have built a reputable organization that provides solutions and services with control products to aid engineers, system integrators, OEMs, IT and management professionals for process manufacturing industries. Our corporate headquarters is in Olathe, Kansas with sales offices in Wichita, St. Louis, Springfield, and Omaha.

The Field

This position coordinates sales orders, inventory, and vendor purchase orders to meet our customer's needs and our sales staff's expectations.

The Position's duties include:

- Handling industrial hardware and software from a multitude of vendor sites
- Managing customer orders in NetSuite ERP software
- Expediting orders
- Interfacing with vendors, customers and sales staff to resolve day-to-day issues of pricing, delivery and other customer related issues
- Make basic mathematic calculations on site specific software contracts
- Resolve and maintain software compliance issues

Qualifications and Skills Required

- 4-year degree or 5+ years of related experience
- Outgoing personality with strong customer-service skills
- Experience with ERP software is helpful
- Working knowledge of Microsoft Office the ability to learn new software quickly
- Able to manage time effectively, organize your material, and perform quality work without being micro-managed
- Ability to multi-task between various open orders
- Aptitude to quickly diagnose an order's status from a logistical standpoint

Why choose Logic, Inc.?

We seek out the best talent and provide you with resources, like continuous training and shadowing, to enable your success. Choosing a career with Logic, Inc. means joining a great company that values employees, leads with integrity and strives to be at the forefront of innovation in industrial automation. Benefits include paid time off, a bonus program, comprehensive healthcare, and 401k contribution.

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