



Job Posting

Shipping and Purchasing Assistant

Aerodyne Research, Inc is seeking an entry-level Shipping and Purchasing Assistant to join our business team at our Billerica, MA headquarters!

Summary:

The Shipping and Purchasing Assistant position is responsible for coordinating shipping & purchasing activities with Aerodyne Research's scientists, engineers, and facilities to ship & acquire materials in the most cost effective and timely manner. This individual will perform price analysis and volume planning for all purchased components. Responsibilities will also include expediting orders, gathering quotations, and obtaining components, equipment, and services. Must monitor and report on purchase price variances and evaluate supplier reliability regarding on time delivery as needed by ARI.

Duties/Responsibilities:

- Coordinate domestic and international shipping of instruments to end users, field campaigns and trade shows.
- Purchase all components required to build specialized scientific instruments including electronics, pumps, small parts, aluminum, cables.
- Purchase all building and lab supplies including chemicals and gases.
- Generate purchase orders using NetSuite.
- Complete purchases via online vendor sites, email and phone.
- Work with vendors on quotes and return material authorization.
- Assist receiving and accounting with issues resulting from orders.
- Initiate and follow through with claims on damaged shipments.
- Perform various administrative tasks.

Skills and Experience

- High School Diploma, or equivalent required
- 1-3 years of experience in purchasing, shipping, logistics, inventory, supply chain, administrative support, or data entry a plus
- Possess excellent time management skills
- Ability to think critically
- Ability to adapt and be flexible in a changing environment

- Collaborate and build good working relationships with management, center directors, and team members
- Ability to learn new computer software systems
- Experience with NetSuite a plus
- Excellent verbal and written communication skills

About Aerodyne Research

We are a small R&D company that specializes in measuring air quality, greenhouse gases, and atmospheric chemical processes. We also design and sell research grade trace gas monitoring, and particle analyzers. Our research improves the current understanding of air pollution and global climate change. Our research guides the policy which leads to cleaner air and a more sustainable future. Over the past two decades, our research has led to the development of 20+ highly precise instruments for measuring gases and aerosols in the atmosphere.

Please submit resume to hr@aerodyne.com.

Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities CFR 60-1.4.