



April 17, 2017

## Administrative Support

**Hellenbrand Water**, a leading manufacturer of residential, commercial and industrial water treatment equipment is seeking to fill a full-time entry-level **Administrative Support** position reporting to the Supply Chain Manager at our Waunakee, WI office. Job responsibilities include but are not limited to:

- Receive, enter and confirm purchase orders
- Review non-confirmed/late purchase orders. Follow up with vendors, suppliers, freight companies and internally as needed
- Complete inventory adjustments and material movements in the ERP system
- Scan pack slips
- Scan completed work orders
- Assist scheduler with internal jobs processing
- Complete supply chain transfers in the system.

Qualified individuals must:

- have a high school diploma or equivalent. Associate's degree in business, supply chain or related is preferred.
- have strong PC skills. Must know and be able to use Excel, Word and Outlook. Prefer someone experienced in using an ERP system. Working knowledge of Syspro is preferred.
- demonstrate a high-level of detail.
- have 1 to 3 years of administrative support experience preferably in a manufacturing environment.

This position has a high level of data entry and requires a high degree of accuracy. Although entry level, this position may lead to more responsibilities for an individual interested in progressing in supply chain as a career.

A comprehensive benefits package is available including vacation and sick days beginning in the first year of employment, medical and dental coverage and a generous retirement plan.

Recruiting for this position is being handled by Hellenbrand's outsourced HR partner (The Payroll Company's Human Resources). Interested candidates should apply at: [apply@payrollcompanyhr.biz](mailto:apply@payrollcompanyhr.biz)  
Or may apply in person at 404 Moravian Valley Road, Waunakee.

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