

Marketing Support Representative

Reporting to the Director of Operations, the Marketing Support Representative is responsible for the placing and follow up on purchase orders placed with our suppliers including confirmations, cancellations, expedites and PBO management. The incumbent is detail-oriented, can work independently and is able to multi-task. He/she will work closely with our sales team and suppliers.

Responsibilities:

- Enter supplier orders from approved purchase order forms with the appropriate vendor
- Verify that the order is processed with the correct cost and all other applicable information is clearly spelled out on the purchase order
- Follow up with suppliers to receive confirmation of receipt within 24 hours
- Follow up with suppliers to obtain accurate ship dates
- Process requests to expedite, cancellations or reschedules
- Consolidate shipments from suppliers to help reduce costs
- Where necessary obtain freight costs and determine best shipping method
- Update our computer system with the latest shipping information
- Receiving supplier backorders:
 - When product is received from our warehouse, ensure the quantities, date code information and any other applicable information is entered into our computer system
 - Run weekly open supplier backorders and follow up on any past due orders and update our internal system
- Quoting:
 - Upon request, obtain price quotes from our suppliers
 - Obtain part crosses from our suppliers
- Supplier returns:
 - Contact supplier and receive authorization to return product that may have been received damaged, supplier shipped the wrong part, parts were cancelled, etc.

Qualifications:

- 3-5 years' experience in purchasing, product manager or Marketing Support positions
- Proficient in Microsoft: Excel, Word & Outlook
- Strong interpersonal and communication skills interacting with sales personnel and suppliers

Benefits/Perks:

- Competitive salary
- Group insurance
- Voluntary Retirement Savings Plan
- Personal days
- Full kitchen with coffee and espresso
- Regular company-sponsored outings, company barbecues, annual holiday party

Job Type: Full-time

About Diverse Electronics

Diverse Electronics is a leading North American distributor of electronic components celebrating 28 years in business. Over the years, Diverse has developed an impressive array of customers and is well-regarded in the industry. The company supports its customers with products and solutions from an extensive range of more than 100 world-class manufacturers.