

Employer: Mid-West Lighting Wholesale Corp.

Title: Entry Level Purchasing Expeditor Analyst/Specialist

Description: Mid-West Lighting Wholesale Corporation is seeking an entry level Purchasing Expeditor Analyst/Specialist. We are seeking a highly-motivated, organized, and detail-oriented individual to join our Purchasing Department in our Lighting Distribution company located in Los Angeles (East Hollywood). The candidate will be trained in current company processes. The candidate will be responsible to assist our organization with purchase expediting, logistics and follow-up, maintenance of our stock pricing, interacting extensively with Sales/Sales Support. The candidate will also be given various project to analyze purchasing data to grow sales and profitability.

Strong computer skills required in Microsoft Excel, Word.

Desired Qualifications:

- Previous work experience in Lighting Distribution or Manufacturing a plus
- Strong Attention to Detail and Accuracy
- Ability to organize and manage multiple projects concurrently
- Team player and self-motivated
- Positive and hardworking
- Great phone/communication skills
- Knowledge of Microsoft Word and Excel
- Assist office team with duties as needed
- Reliable work attendance, MUST be Punctual
- Able to start work ASAP

We are looking to fill this position as soon as possible.

Please send your resume to oliver@midwestlighting.com

Location 5250 Hollywood Blvd., Los Angeles, CA 90027

Job Function: Purchasing, Expeditor, and Logistics.
