



Purchasing Data Entry Support Specialist

Pacific Component Xchange (PCX, Inc.) is an expanding U.S.-based independent, stocking distributor of electronic components with over 110,000 line items and over 2 billion parts in stock. PCX is headquartered at our primary distribution center (a 52,000 square foot ESD-certified facility) located in Huntington Beach, CA. PCX is actively recruiting highly motivated professionals to become a part of a dynamic organization and industry. Our organization is highly recognized as a leader in quality control with several key certifications including: AS9120, ISO9001-2008, ANSI ESD S20.20-2007 as well as being a member of the board of the IDEA, ERAI, and NEDA. PCX is actively recruiting highly motivated professionals to become a part of a dynamic organization and industry.

The Purchasing Data Entry Support Specialist is accountable for providing data entry support primarily to the purchasing department which works very closely with the sales department. This includes entering customer requirements, sales quotes, vendor offers, customer purchase orders, sales orders, or vendor purchase orders into the PCX Enterprise application. The Purchasing Data Entry Support Specialist reports directly to the Purchasing Manager. PCX is seeking only dependable, organized, detail oriented and enthusiastic individuals to join our team. This entry level position is a stepping stone in the organization that can develop into a career in purchasing, sales, marketing, administration, or accounting.

Core Objectives:

- Maintain PCX core values and principles while supporting our pool of existing vendors and helping qualify new vendors.

Team Objectives:

- Participate in weekly Department Team meetings
- Participate in weekly 1-on-1 meetings with supervisor
- Participate in monthly Company Meetings
- Develop, maintain, and control departmental work instructions in conjunction with the team

Individual Objectives:

- Meet or exceed the following milestones:
 - Complete vendor reference checking within 48 hours for new vendor qualification process.
 - Enter a minimum of 250 offers per day in the system
 - Be primary contact for follow up and expedite of issued orders
- Complete daily performance metrics
- Become proficient in the company data entry processes and software to support the tasks of the position effectively

Successful candidates typically have:

- Dependable, punctual, and demonstrates positive energy and attitude
- Typing speed of 40+ wpm with high level of accuracy
- Good organizational and filing skills
- Effective verbal and written communication skills
- Ability to handle multiple tasks/priorities
- Interpersonal and relationship building skills required
- Effective written, verbal, telephone, and presentation skills
- Must be energetic, results driven, proactive, and self-motivated
- Ability to manage own time effectively is a requirement for success
- Must be a team player, have a high level of integrity and a strong work ethic
- Effective negotiation and listening skills
- Willingness to learn in a dynamic environment and deliver projects within short timeframes
- High School diploma or equivalent required



- Must be proficient in the use of Word, Excel, Outlook
- Must have the ability to adapt as necessary to internal client needs
- Passionate about the success and support of customers, fellow employees and company