



VSM (Vereinigte Schmirgel-und Maschinen-Fabriken) was established in 1864 as a leading manufacturer of coated abrasives for the industrial processing of metal and wood-based materials. Headquartered in Hannover, Germany the company has grown to approximately 750 employees worldwide, with approximately \$150 million in sales. With over 10 international subsidiaries, VSM Abrasives Corporation is responsible for the United States market. To learn more about our company, please visit us online.

[www.vsmabrasives.com](http://www.vsmabrasives.com)

We are seeking a full-time **Purchasing & Inventory Assistant** to join our team in O'Fallon, MO. To perform this job successfully candidates must be able to complete the following essential functions:

## Purchasing and Inventory Assistant

### Essential Functions:

- Daily analysis of inventory stock status and selling trends.
- Forecast future inventory needs based on existing and projected market demand.
- Issuance of purchase orders with continued follow-up through the final receipt of goods.
- Daily vendor reviews of product pricing, availability, and shipping schedules.
- Coordinate domestic and international shipments with suppliers.
- Maintain purchasing records.
- Assist management team with maintaining inventory accuracy.
- Active participation inventory counts.
- Other duties as assigned by company management.

### Qualifications:

- Bachelor's degree in business, accounting, finance, from a four-year college or university.
- Great opportunity for a recent college graduate.
- Strong analytical skills with a high level of competence in working with Microsoft Excel. This role will be responsible for daily analysis of products and vendors.
- Excellent written, verbal, and communication skills.
- An ability to listen actively and to communicate effectively throughout all levels of the organization.
- Superior organizational and project management skills with exceptional attention to detail.
- High energy and enthusiasm levels.
- Must be motivated with the ability to multi-task, prioritize, and excel in a fast-paced environment.

### Benefits:

- Great working environment
- Competitive wage
- Full benefits package including medical/dental/vision/STD/LTD/Life insurance.
- Great 401(k), holiday, and time off

Ready to apply? Submit an application online by visiting <http://us.vsmabrasives.com/careers> or email your resume and cover letter to [human-resources@vsmabrasives.com](mailto:human-resources@vsmabrasives.com).

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