



Do you thrive in an environment with challenging work? Do you want to work for an organization that values its staff and offers great benefits? If you answered yes, then let's talk about your new role as a Production Assistant with Sharpe.

Sharpe team manufactures custom fan assemblies and dampers for industrial applications and OEMS. All done, on-site, in our warehouse and production facility. This position requires good communication skills, both verbal and written. Ability to interact with Management, Engineering, Production, and Suppliers. This is a full-time role with some occasional, planned overtime. Must be proficient with Word and Excel. NetSuite (ERP) experience (preferred).

Training will be provided to support the four major categories listed below:

NetSuite Order Entry:

- Enter and prepare sales orders sent over from Solar.
- Ensure dates, pricing, quantity, and project information applies.
- Prepare job folder with drawings from existing library.

Planner:

- Enter and schedule work orders/travelers into NetSuite to support Solar's purchases.
- Maintain production schedules (Fans, Dampers, etc.).
- Support Solar follow up report.

NetSuite Purchasing:

- Purchase inventory to support work orders.
- Manage all vendor confirmations on major components.
- Maintain inventory levels on ancillary components.
- Identify and resolve mis-shipments, damaged products with suppliers and/or carriers.

Shipping documentation:

- Close work orders/travelers.
- Prepare shipping documents for Solar.
- Schedule freight couriers.
- File closed jobs in Box.