

## Vulcan Inc. Job Opening: EMC

### **Expeditor / Purchasing Clerk**

#### Required qualifications & experience:

The purpose of the Expeditor / Purchasing Clerk is to provide administrative & support duties associated with the Parts Inventory System and Maintenance Management System (MP2) as directed by the Maintenance Manager.

- **Requires a high school diploma or GED equivalent. Two year Associates Degree preferred but not required.**
- **Three (3) or more years of managing or working with a Parts Inventory System.**
- **Three (3) or more years of experience working with a Maintenance Management System.**
- **Proficient in Microsoft Office Suite.**
- **Ability to define problems, collect data, establish facts, and draw valid conclusions.**
- **Driving required. Must be in good standings with the Alabama Department of Motor Vehicles.**
- **Ability to effectively communicate verbally and in writing.**

All qualified applicants must submit their résumés to [PatW@vulcaninc.com](mailto:PatW@vulcaninc.com).