



Buyer Hawthorne, California

About Us

Fulham Co., Inc. is a leading global provider of clever, sustainable commercial lighting components and electronics for use in commercial general lighting, parking structure, signage, horticultural, UV and other applications. The company develops and manufactures a variety of award-winning LED and emergency products, as well as legacy products across multiple lighting platforms. Fulham sells its lighting solutions worldwide through original equipment manufacturers (OEMs) and electrical equipment distribution channels. Headquartered in Hawthorne, California, the company has sales and manufacturing facilities in China, India and Europe.

Fulham offers an excellent workplace that is built on its core values: Customer Execution, Collaborating, Changing & Improving, and Engaging Others.

Position Summary:

Responsible for the timely planning and scheduling of receipt and inventory control of finished goods, raw materials, and supplies; import shipment handling and other purchasing department administrative tasks.

Job Responsibilities:

- General Purchasing Department duties - create purchase orders, data entry, send orders to factories, expedite orders based on need
- Forecast levels of demand for products to meet the business needs and keep a constant check on stock levels
- Consider best price, quality, availability, and reliability when purchasing products
- Manage communication for purchase orders with vendors
- Import shipment tracking, including coordination of transportation logistics with factories, truckers and freight forwarders for incoming and outgoing shipments
- Process of all paperwork and shipping documents for all incoming shipments
- Expedite inbound containers and maintain a database tracking incoming shipments
- Provide detailed information to Customer Service, Warehouse and/or Sales regarding incoming shipments, including any delays or issues

Skills & Qualifications / Experience:

- At least 2 years of experience in international/domestic purchasing, preferred in related electronic components industry
- Knowledge of import/export, logistics, and Macola ERP systems or other ERP systems
- High level of proficiency with Microsoft Office (Excel, Word, Outlook), strong Excel required
- Excellent written and verbal communication with high level of professionalism
- Analytical and decision making skills
- Strong negotiation and customer service skills
- Exceptional organizational, follow-up, and attention to detail skills
- Ability to understand complex reports, purchase orders, and invoices
- Ability to multitask and take on multiple projects
- Self-starter with ability to work and produce independently
- Bachelor's degree in business or related field preferred

Compensation / Benefits

Our compensation package includes a competitive base salary, performance-based objective bonus program, medical/dental/vision benefits package, 401K plan and vacation/sick benefit.

Interest / Response

Interested candidates should submit a resume and cover letter to: hr@fulham.com

Fulham Co., Inc. | 12705 South Van Ness Avenue, Hawthorne, California 90250
Tel: (323) 779-2980 | Fax: (323) 754-1141 | www.fulham.com