SemiDice is looking for an Expeditor to join our team!

**Job Summary:**

Responsible for expediating orders for materials from semiconductor manufacturers for products used in commercial, medical and military applications. Enters company sales orders and intercompany transfer orders, assists in placing purchase orders with suppliers and filing and organizing resulting paperwork. Duties include interfacing with suppliers, internal sales staff and lab personnel.

**Essential Job Functions:**

* **Confidentiality:** Maintains a high degree of confidentiality with regard to customer and company information
* **Communication:** Effective written and verbal communication with internal sales and lab personnel as well as suppliers
* **Organization:** Maintains continuous workflow to meet daily/weekly/monthly deadlines
* **Equipment**: Uses such office equipment as computer terminals, copiers and FAX machines.
* **Computer skills**: Microsoft Office products.
* **Physical:** Sits for extended time periods. Hearing and vision within normal ranges.
* **Phone & Computer Expediting:** Possesses a high degree of professionalism when dealing with suppliers and strong verbal and data entry skills

**C. Responsibilities:**

* Print out the daily booking and shipping reports in the morning and end of each business day
* Maintain Excel worksheets for balancing increases and decreases & report accordingly.
* Email reports to management on daily basis
* Produce and print out expediting reports on a weekly for all departments. Review and expedite purchase orders that are overdue while maintaining manufacturer delivery time updates on the computer system with the corresponding sales order
* Documents and posts supplier responses and details to the Hi-Rel schedule on orders out of the Hi-Rel Division
* Interfaces with suppliers regularly via phone and email to maintain the order statuses
* Monitor daily receiving log and post the part numbers that arrive in for SDH orders and input data into the Hi Rel production schedule
* Keep Hi Rel Schedule cleared out of closed items and re-assign known contract numbers to new line items of existing sales orders
* Enters daily receipts from manufacturers with lot numbers for traceability
* Ability to follow internal guidelines on transferring product from one department to another
* Monitor scheduled parts that needs to be transferred and follow through to its completions by checking worksheet Purchase dept supplies.
* Write up wafer processing reports (known as HRPR reports) upon receipt of semiconductor wafers for new orders and orders that are scheduled out for some time.
* File sales orders in the open and closed file cabinets for all divisions. Bi-annual purging of files and refreshing of storage and file cabinets
* Interface with lab personnel to get updates on sales orders
* Interface with sales personnel for expediting purposes
* Assist sales department personnel if time permits
* Back up purchasing department for minor functions when required
* Prepare and create contract numbers and folders for all new SDH sales orders

**Experience:**

* Two years office experience required
* Expediating or purchasing experience required

**Skills:**

* Ability to enter data rapidly and accurately
* Ability to multi-task and keep track of very detailed information with minimal errors