

# South Central A\V

## JOB DESCRIPTION

**Title:** Engineering/Purchasing Coordinator  
**Department:** Purchasing/Engineering  
**Type:** Full Time  
**Reports to:** Purchasing Manager  
**Office Location:** Sioux Falls, SD

### POSITION SUMMARY

We are looking for an energetic and enthusiastic administrative professional to join our engineering/purchasing team.

### ESSENTIAL DUTIES & RESPONSIBILITIES

- Maintain inventory information in operating system and engineering software.
- Transfer inventory information between engineering software and operating system.
- Ensure accuracy of inventory information.
- Prepare engineering documents for approval from Operations.
- Assemble and complete submittal documents.
- Assemble and complete OEM documents.
- Create and submit purchase orders.
- Maintain vendor information and price lists.
- Obtain and distribute order confirmation and tracking information.
- Other engineering support and purchasing support duties as assigned.

### NON-ESSENTIAL DUTIES & RESPONSIBILITIES

- Performs other duties as assigned.

### QUALIFICATIONS

- At least 3 yrs. professional experience
- Solid interpersonal skills that enhance a team environment
- Ability to problem solve independently with a sense of urgency
- Excellent PC Skills: Word, Excel and Adobe Acrobat.
- Communicate clearly and professionally, both verbally and in writing.
- Detail oriented and organized, with the ability to multi-task.

### TRAINING REQUIREMENTS

As Outlined in Offer of Employment

**ADDITIONAL INFORMATION** *(travel, etc.)*

Position Type: Regular - Exempt

**COMPANY DESCRIPTION & BENEFITS**

South Central A\V is a 3rd generation, family-owned audio and visual solutions provider founded more than 70 years ago. We are based in Nashville, TN and have offices throughout the country.

We design, build and install professional live performance sound systems, conference rooms, video walls, digital signage, video surveillance, video conferencing networks, auditoriums and other integrated a\v systems.

A wholly-owned subsidiary of South Central Inc., South Central A\V is also the largest independent affiliate of MOOD Media, formerly Muzak.

South Central A\V benefits include:

- Comprehensive insurance benefits (medical, dental, vision, life).
- 401K package with company matching
- PTO Plan

**RELATED INDUSTRIES**

Telecommunications, Music, Construction

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