



SUPPLY CHAIN ASSISTANT

Build your career with BedMart

A locally owned and operated industry leader in luxury sleep products since 1992.

Benefits:

- Dental insurance
- Employee discount
- Flexible spending account
- Health insurance
- Paid time off
- Referral program
- Vision insurance

Job Type:

Full-time

Pay:

\$19.00 - \$23.00 per hour

Experience:

- Invoicing: 3 years (Preferred)
- Data Entry: 3 years (Preferred)
- Accounts Payable: 1 year (Preferred)
- Microsoft Excel: 3 years (Preferred)

Schedule:

- Monday to Friday

Location:

- Wilsonville, OR (Required)

Work authorization:

- United States (Required)

Work Location:

- One location

BedMart is seeking an office professional who will help support our company's Wilsonville Headquarters. You will work with a team dedicated to ensuring the success of the retail sales and distribution departments throughout Oregon and Hawaii. We'd love to have you on our team!

This position is scheduled

- Monday, 5am-1:30pm &
- Tuesday-Friday 7am-3:30pm.
- Starting at \$19.00/hour depending on experience.

The primary role of this position is vendor invoice processing, data entry, and data analysis. Timely response and action are necessary components for success in this position, in addition to good communication and follow through. Processing invoices includes matching receiving to invoice and purchase orders before posting, so attention to detail will help ensure success. This position also requires experience in Microsoft Excel, and a basic understanding of bookkeeping and fundamentals of accounting principles.

Responsibilities:

- Data entry and analysis.
- Daily, weekly, monthly spreadsheet input.
- Maintain product codes in POS system.
- Resolve invoice/shipment discrepancies with vendors.
- Match and post vendor invoices.
- Monitor and review vendor statements, follow up as needed.
- Review and respond to Sales department requests.

Our employees love the perks of working for BedMart:

- Medical, Dental, and Vision insurance options.
- PTO and holiday benefits.
- Generous employee discounts.
- Training in Supply Chain department functions with opportunities for advancement.