

## **Executive Summary: Office Manager and Purchasing Specialist**

We are searching for a motivated team member that wants to be part of one of the leading 'Internet of Things' (IoT) companies in the world. This individual would play an integral role in our organization managing our Appleton, WI office location as well as all aspects of purchasing. You must be able to work in Appleton, WI to apply.

This position will report directly to the **VP of Program Management**.

### Job Responsibilities:

- Directly manage all aspects of our Wisconsin IoT Innovation Center
- Work directly with our Office Manager/HR Coordinator at our corporate office located in Carmel, IN
- Provide customer service support for various projects as needed
- Work with program managers as requested to help monitor data usage and wireless device activations
- Place orders for office supplies and projects while managing use of corporate credit card
- Enter sales orders and purchase orders within our accounting system
- Create inventory items and Bill of Materials as needed
- Monitor inventory within the office and ensure goods are received on time
- Inspect purchased products upon delivery and report any issues in a timely manner
- Conduct research on potential products, vendors, and services while comparing price and quality to ensure optimal pricing and schedule
- Update all records of purchased products
- Supply vendors with appropriate business information as part of new vendor or customer set up
- Assist in shipping needs at the IoT Innovation Center as needed

### Required Skills:

- Strong verbal, written, and interpersonal communication skills
- At least 3 years of experience
- Ability to define and document office procedures
- Proactive approach to problem resolution and ability to multi-task
- Very comfortable using technology, especially MS Word, Excel, and web-based applications
- Knowledge of cost accounting and inventory procedures
- Previous experience in Quickbooks accounting system is a plus
- Strong analytical skills
- Sound research and networking skills
- Confident, articulate, and detail oriented
- Patience when handling challenging problems
- Can-do attitude!

### Other Requirements:

- Bachelor's or associates degree
- Must be willing to travel

### Additional Attributes:

- A career minded individual looking to become an integral part of a growing organization
- Someone who enjoys "wearing a coat of many colors" throughout the workday with a passion to learn new things

- Strong organizational skills are a must
- Experience at a contract manufacturer and working with device design and building a major plus

### **Working at Mesh has its perks!**

Salary, company bonus, medical, dental, vision insurance, 401k plan with match, flexible work from home, growth and development opportunities, flex-time off, company paid life insurance, Friday lunch & learns, and unlimited snacks, fruit, coffee and sodas!

### **About Mesh Systems:**

[Mesh Systems](#) is an Internet of Things (IoT) Solutions Innovator that helps enterprises achieve digital transformation. With over 16 years of experience working with Fortune 500s and industry leaders, Mesh Systems has IoT engineering competency across hardware, software, wireless technologies, and cloud services. We have been regularly awarded as one of the most innovative companies in the IoT ecosystem. As a sales-driven, partner-led organization, we continuously seek to drive value and maximize the benefits of IoT for the enterprises we serve.

### **What is the Internet of Things (IoT)?**

IoT is a business revolution that has been brought about by incremental advances in technology. Internet-connected devices are all around us in the form of tablets, smartphones, and laptops, but IoT is about connecting the plethora of other things to the internet like espresso machines, beer tap handles, light poles, thermostats, and industrial machinery. By extracting key information from these devices, companies can better understand their customers, increase the safety and sustainability of their products, and fundamentally reinvent their business models. IoT is growing fast and is expected to be a \$500 billion industry by 2023.

### **Equal Opportunity Employer:**

Mesh Systems is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. Our goal is to employ a diverse mix of talented people who want to come, to stay and do their best work.