



9049 Tyler Blvd.  
Mentor, Ohio 44060  
Ph. (440) 974-8888  
[www.buyersproducts.com](http://www.buyersproducts.com)

## Engineering BOM/Data Entry Specialist

Buyers Products company, a leading manufacturer in the work truck industry, is searching for an Engineering BOM/Data Entry Specialist who will drive inventory accuracy, identify root cause issues for the team and perform BOM data entry with a high-level accuracy and attention to detail.

### Primary Job Duties:

- Create, modify, maintain, and understand existing and new product BOM's and routings.
- Perform data entry with a high level of accuracy and attention to detail.
- Communicate internal information related to product or part changes and understand implication across organization.
- Ability to build positive partnerships and work collaboratively with cross-functional business teams.

### Skills/ Experience:

- Experience using MRP or ERP systems.
- Motivation to learn and improve processes and procedures.
- Must show demonstrated proficiency in basic math.
- Must be computer savvy.
- Ability to read blueprints to confirm basic part details.
- Must be able to work in time-sensitive, fast-paced environment.
- Complete follow through and ownership of all tasks from start to finish.
- Attention to detail and accuracy of work.
- Work with minimal supervision; ability to stay focused and maintain pace throughout day and adapt to changing priorities.
- Possess strong verbal and written communication skills. This position will require constant, ongoing interaction with varying departments.
- Proficient with Microsoft Office (Word, Excel, Outlook, etc.)

### Education Background:

- HS Diploma or GED (college degree preferred)
- Applicable experience with BOM's and routings in a high-volume production manufacturing environment

### About Buyers Products Company

Established in 1946, Buyers Products Company has grown to become a leading manufacturer in the work truck industry. Buyers Products specializes in durable truck boxes, heavy duty towing equipment, hydraulics, controls, and all-season trailer accessories. The Buyers line of snow and ice equipment



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includes SnowDogg® snowplows, SaltDogg® spreaders, and ScoopDogg snow pushers. For more information, or to apply to this position, please visit [www.buyersproducts.com](http://www.buyersproducts.com).