

ReThink Label Systems, a Labeltronix company, builds on the long-standing reputation of Labeltronix as a source for top quality label printers. Founded in 1993, Labeltronix staked its claim as a reseller of Zebra label printers and a provider of printing essentials such as print heads, ribbons and blank labels.

Co-located at Labeltronix' headquarters in Anaheim, Ca. ReThink Label Systems is proud to branch out by adding best-in-class color printers to its product line. That opens doors for branding, easily identifying shipments by color-coded labels, and improving processes. Due to advancements in technology for on-demand color label printing, we see great opportunities to help customers produce labels with a color quality that were never possible before.

Working for RLS will give you the autonomy and support you need to take your career to the next level and beyond. If you are an energized individual with a passion for supporting a customer service and sales environment, then join the RLS team and be a part of the growth.

Here's what we provide our employees:

- Competitive hourly pay
- Paid Vacation and Sick days
- Life Insurance
- Short- and Long-Term Disability Insurance
- 401K Plans
- Profit sharing
- Medical, Dental, Vision Insurance
- Promotions within

The Junior Buyer is responsible for supporting operations. They will assist and support daily operational administrative requirements in a quick paced, high volume environment by engaging with sales, customer service and operations, and accounting team personnel. They will assist and support through assessing needs, managing expectations, maintaining internal and external lines of communication and practicing responsive problem solving.

The Junior Buyer will also be responsible for becoming highly knowledgeable in daily operational processes, document and data management. The JB will be the lead for various operational duties and processes. They will also become knowledgeable in the daily use of NAVSION with a focus on new item setup, existing item data accuracy including product and pricing.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Special projects and other duties may be assigned as needed.

ESSENTIAL RESPONSIBILITES:

Operations

- RMA Process management, notifying internal team when next steps are required to help insure timely processing of RMA's.
- Manage Customer / Supplier Surveys so they are completed in a timely manner.
- ISO Quality compliance administration and support
- Navision database master, updating, adding product and pricing data
- Learn processes for purchasing, become back-up to team.
- Management of sample product inventory, processing re-orders and maintain branding/packaging.



Corporate Office: 2419 E. Winston Rd., Anaheim, CA 92806

- Work with Vendors to obtain order acknowledgements, updates orders in system.
- Provide sales order direction & guidance to internal team to achieve performance targets.
- Assist shipping and receiving team as needed.
- Support and contribute to the overall success of ReThink Labels.

EXPECTATIONS:

- Ability to learn a new job in a fast pace/on the job environment
- Ability to remain professional at all times
- Ability to work with quick deadlines in a fast-paced environment
- Provide regular feedback on ways to improve processes
- Provide recommendations and feedback to management regarding operational capabilities and limitations
- Accuracy in high volume work environment
- Efficiently able to Multitask and organize work flow
- Follow procedures/work instructions well
- Be detail oriented
- Functions effectively under stress and non-stress situations
- Maintain a very organized, clean, and safe work environment
- Build and maintain internal customer relationships.
- Capable of working in PC/Windows environments
- Participate in a continuous learning environment
- Possess a cooperative, team attitude
- Have strong dedication and good work ethic
- Adjust to new objectives as necessary
- Keep up-to-date on industry knowledge
- Understand the importance of customer needs for both internal and external customers
- Be receptive to feedback

QUALIFICATIONS:

- Thorough knowledge of Microsoft Office applications (Word & Excel)
- Bachelors degree or equivalent desirable
- Account Management/sales skills desirable
- Strong interpersonal skills.
- Strong communications skills
- Self-discipline, the ability to work alone.
- Experience with Windows based computers programs.
- Ability to effectively present information and respond to questions.
- Ability to calculate figures and amounts, such as discounts, percentages and proportions.
- Ability to apply common sense understanding to carry out instructions furnished in written or oral form.
- Ability to deal with problems involving several concrete variables in standardized situations.

EDUCATION and/or EXPERIENCE:

- College degree or equivalent is preferred
- Adobe Illustrator or Photoshop experience a plus.
- 1 year in a label printing operation a plus.