Expeditor

WG Henschen | Procurement Department

Location: Valencia, California (on-site)
Schedule: Full-time, 40 hours per week
Pay: $48,000 - $52,000 (non-exempt, hourly)
Reports to: VP, Procurement

About the Role

Are you organized, persistent, and the kind of person who likes to keep things on track? WG Henschen is looking for an Expeditor to join our Procurement team. In this role, you'll make sure the materials, components, and services we purchase arrive on time, in the right quantity, and to the required specification, so our production schedules and customer commitments stay on track.

You'll work closely with our Procurement/Product Managers, Contracts, Sales, Receiving, and Quality teams to track open purchase orders, follow up with suppliers and carriers, spot potential delays early, and drive issues to resolution before they disrupt operations.

What You'll Do

- Monitor and track all open purchase orders to confirm supplier acknowledgment, pricing, quantities, and promised delivery dates.
- Contact suppliers regularly by phone and email to confirm ship dates, obtain tracking information, and expedite late or at-risk orders.
- Review open order reports weekly and prioritize follow-up based on customer due dates.
- Keep Procurement/Product Managers, Contracts, Sales, and other teams informed of delivery status, anticipated delays, and recovery plans.
- Maintain accurate, up-to-date purchase order, delivery, and supplier information in NetSuite.
- Coordinate with freight carriers and logistics providers to arrange expedited or alternate shipping when needed.
- Partner with Receiving and Quality to resolve discrepancies such as short or over shipments, damaged goods, incorrect parts, and documentation errors.
- Coordinate the return or replacement of nonconforming material with suppliers (Supplier RMAs).
- Track and report on supplier on-time delivery performance (supplier scorecards) and escalate recurring issues to the Product Manager.
- Support the team with other related duties as assigned.

What You'll Bring

Required

- High school diploma or GED.
- 1–3 years of experience in expediting, procurement, logistics, or production control.
- Strong verbal and written communication skills, with the ability to be persistent and professional with suppliers.

- Excellent organizational skills and the ability to manage a high volume of orders and shifting priorities.
- Strong attention to detail and accuracy.
- Sound problem-solving skills and a sense of urgency in resolving delivery issues.
- Proficiency in Microsoft Office, particularly Excel and Outlook.
- Ability to work independently and collaborate across departments.

Preferred

- Associate degree or coursework in supply chain, business, or a related field.
- Experience in a manufacturing environment.
- Experience with ERP/MRP systems (NetSuite a plus).
- Working knowledge of purchasing processes, shipping terms, freight methods, and import/export compliance.

Physical Requirements & Work Environment

- Prolonged periods sitting at a desk and working on a computer.
- Frequent use of phone, keyboard, and other standard office equipment.
- Occasional walking and standing in warehouse, receiving, and production areas, which may involve noise and required personal protective equipment.
- Occasional lifting of up to 25 pounds.

What We Offer

Medical, dental, vision, and life insurance; 401(k); paid time off; paid holidays.

How to Apply

Apply through this posting with your resume.

WG Henschen is an equal opportunity employer. We consider all qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other characteristic protected by law.

This posting is intended to describe the general nature of the position. It is not an exhaustive list of duties and may be revised as business needs change.