Olivia Hartman

PURCHASING ASSISTANT

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Summary

Purchasing assistant with 3 years in manufacturing purchasing and receiving, creating about 300 purchase orders a month in Epicor ERP. Keeps supplier records, pricing files and order confirmations accurate in Microsoft Excel and Microsoft Outlook, and brings attention to detail and organizational skills to a busy buying team.

Skills

- **Purchase Orders**
- **Epicor ERP**
- **Microsoft Excel**
- **Microsoft Outlook**
- **Microsoft Word**
- **Supplier Records**
- **Accounts Payable**
- **Receiving**
- **Attention to Detail**
- **Organizational Skills**

Experience

Purchasing Assistant 08/2025 - Present

Lakeshore Seating Components Grand Rapids, MI

Purchasing team of 4 at a supplier of office chair parts to furniture makers.

- Create about **300** purchase orders a month in Epicor ERP from approved requisitions and MRP signals.
- Track open orders in Microsoft Excel and contact suppliers on late lines, cutting past-due orders 35%.
- Maintain supplier records, price lists, tax forms and insurance certificates for 140 active vendors in Epicor and shared files.
- Resolve invoice price and quantity mismatches with accounts payable, clearing 60+ holds a month.

Receiving Clerk 06/2023 - 07/2025

Kent County Industrial Supply Wyoming, MI

Distributor of maintenance and safety products to West Michigan plants.

- Checked in **45** inbound shipments a day against purchase orders and packing slips.
- Documented damaged or short deliveries with photos and supplier claim forms, recovering $18K in credits.
- Updated bin locations and on-hand counts in the inventory system after each receipt.
- Coordinated will-call pickups for 3 inside sales reps through Microsoft Outlook and phone.

Education

Associate of Applied Science 05/2023

Grand Rapids Community College Grand Rapids, MI

Business Administration

Certificates

Microsoft Office Specialist: Excel Associate 11/2024

Certiport