



NAV (Business Central) Operator - Brickyard

Classification:

Hourly

Reports to:

Assistant Manager

Job Summary:

American Art Clay Company (AMACO) was founded in 1919 by Ted O. Philpott. AMACO is known for being the first to commercially manufacture ceramic and non-ceramic clays, lead-free glazes, electric kilns and potter's wheels. AMACO is a founding member of the Arts and Creative Materials Institute, which established safety standards for children's art materials in 1936. Today AMACO continues to manufacture ceramic supplies with the highest standards of quality and safety.

AMACO is a third-generation 100-year family-owned and operated company with a strong belief that art and creating art fosters well-being for the individual while enriching society as a whole. Making art facilitates tactile learning, encourages self-expression, develops craft skills and cultivates creativity. AMACO promotes a culture of continuous improvement and change; and a working environment that embraces innovation at all levels, from the factory floor to the executive offices. Everyone is empowered to improve their role, and their collaborative processes, and to participate in the common goals of safety, quality, customer care, teamwork, respect, and learning and development. We are looking for a NAV Operator that will be a part of the continuous improvement of AMACO. The NAV Operator will be responsible for the procurement and coordination of the materials, components, assemblies, and documentation required for the manufacturing build of ceramic products. Individuals will be assigned to a Manufacturing Division under the immediate supervision of the division supervisor. May receive work assignments and instructions from a crew leader.

Reasonable accommodations may be made to enable individuals with disabilities

Responsibilities/Requirements:

- NAV (ERP Software) liaison to manage day-to-day issues, projects, and upgrades.
- Reconcile order information between the NAV system and Accounts Payable.
- Manage and reconcile inventory.
- Ability to quickly learn new software platforms (MS Dynamics NAV, Jet Reports, etc.)
- Analyzes component availability and inventory.
- Occasionally verify materials that are being replenished are placed in correct bin and location.
- Verification of Purchase order communicating discontinued stock so purchasing can correct mistakes before placing the orders.
- Responsible for adding new stock and changing prices in NAV.
- Putting in Nav reorder points
- Add new customers and Vendor in NAV
- Responsible for adding new tax certificates in NAV.
- Write work instructions



- Communicate with team members to problem-solve and resolve issues.
- Perform special assignments and other duties as required.
- Any other activity that is assigned by the Assistant Manager.
- Must be able to lift up to 50-75 lbs. on occasion
- Must be able to work in hot environments

Skills:

- Proficient in Microsoft Office (Word, Excel, Outlook, etc.)
- Proficient in Microsoft NAV
- Computer and data entry
- Strong Written and Verbal Communication skills
- Strong Interpersonal skills
- Problem-Solving
- Decision Making
- Basic Math skills

Work Environment:

This job may require you to stand for an extended period of time and some lifting/heavy lifting may be required. Must be able to work in hot environments

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Position Type/Expected Hours of Work:

This is a full-time position. Hours of work are Monday through Friday, 40+ hours per week. Occasional evening and weekend work may be required as job duties demand.

Travel:

No travel is expected for this position.

Education and Experience:

High School Diploma, or Equivalent required

1 year of experience in Microsoft NAV transactions, preferred

EEO Statement:



AMACO is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of Any Kind: AMACO is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at AMACO are based on business needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, HIV Status, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, past or present military service, family medical history or genetic information, family or parental status, or any other status protected by the laws or regulations in the location where we operate. AMACO will not tolerate discrimination or harassment based on any of these characteristics.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.