

Willis Custom Yachts is working on becoming the premier custom sportfish builder and full-service repair facility in the United States, through innovation, technology, and exceptional leadership. As WCY continues to experience strategic growth in the next three to five years, our continued success is predicated on hiring well qualified people who will be successful within our current WCY culture. We are committed to the industry's best customer experience through, Passion, Teamwork, and Unparalleled Quality. We strive to provide a rewarding work environment for all team members with Benefits, 401K, Accident Plan, Referral Bonuses, Employee of the quarter, team lunches and so much more.

Purchasing Assistant

Skills, Knowledge & Abilities:

- Process invoices including calculating markups and posting to work orders in Dockmaster daily.
- Working closely with Accounting Office to ensure timely payment of invoices processed.
- Dockmaster experience preferred.
- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Accuracy & sense of urgency required.
- Ability to function well in a high-paced environment.
- Assist in stockroom with inventory & sales as needed.
- Positive attitude required!