

# Purchasing Assistant

Join us at BT Imaging, the trailblazer and market leader in luminescence imaging for solar materials and solar cells, as we expand this inspection technology throughout the photovoltaic manufacturing landscape.

Did you know that each day, hundreds of millions of solar cells are made around the world to make solar modules? That's more semiconductor material used than the entire chip industry combined. Gigafactories need to become faster, cheaper, and smarter, and more inspection and image data analysis power is needed. BT Imaging is the pioneer in luminescence imaging, which offer unparalleled X-ray like vision into the inner quality of solar wafers and cells. As a sterling brand-name, we're poised to do much more in making this camera technology proliferate in all segments of the PV industry, from research through to production, cells to modules.

## The Role

This is an opportunity requiring attention to detail, strong time management skills, and the ability to coordinate with others effectively. The successful candidate would join our production team led by the Production Manager.

### KEY RESPONSIBILITIES

- Purchasing & receiving into Inventory (Physical and GRN into MRP system)
- Sourcing alternatives and expediting delivery
- Raising Work Orders in the MRP system and the kitting of parts for those Work Orders
- Improvement of physical inventory organization
- Physical stocktaking
- Working with our accountant re:
  - Reconciliations (i.e., Inventory, WIP, Finished Goods, Expense Accounts, COGs, Consumables, Materials Price Variance etc)
  - GRN's and accounts payable re inventory purchases
  - Logistics: arrangement of shipments via DHL/FedEx account, creation of shipping invoices, liaison with customs regarding the clearance of incoming goods.
  - You will assist in the preparation of purchasing schedules.
  - If necessary to notify the schedule change in response to supply chain feedback.

### Essential Experience/Knowledge

- Good written and verbal English.
- A minimum of 1 year working in manufacturing.



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### **Desirable Skills/Experience**

- A Diploma or Bachelor's degree with course work in Supply Chain & Logistics would be preferred but is not essential.
- Mandarin or Cantonese would be advantageous but is not essential

Candidate must be an Australian resident or able to qualify for Australian residency.

The role is onsite in Waterloo (2017), Sydney, between 9:30 am-5:30 pm on weekdays. Full-time is preferred but part-time may be possible.

### **How To Apply**

Please send your Cover letter and CV to [hr@btimaging.com](mailto:hr@btimaging.com)

### **About US**

BT Imaging is a spin off from the University of New South Wales. We are the pioneer and the leading supplier of solar cell inspection equipment focusing on photoluminescence technology. We've delivered products to US, Europe and Mainland China.

Our expanding Research and Development team is built around a group of industry leading talent and leadership. Engineering disciplines include Mechanical, Electronics and Software working together to develop our expanding range of products and equipment. We combine a fundamental belief in excellence, a passion for our work and a down-to-earth, easy-going team nature to build a truly rewarding workplace experience.