

ITEM & BOM ADMINISTRATOR

Who are we?

We are Pacific Market International (PMI) – recognized as one of the *Best Places To Work* in Seattle by Seattle Met Magazine and as a *Great Place to Work* by Outdoor Magazine! We are the proud owner of the Stanley, Aladdin and Migo Brands. Thanks for checking out our full-time ITEM & BOM ADMINISTRATOR position based in our new office in Robinsons Cyberscape Alpha (Ortigas).

Position Overview

The Item and BOM Administrator works as part of the Item Configuration team to manage the data supporting all Items and Bills of Material (BOMs) throughout the lifecycle of a product for all PMI brands and business units. He/she works cross functionally to ensure products are structured and configured correctly and that all aspects of item data are correct using Oracle. He/she is knowledgeable in Supply Chain management, ERP/MRP, Inventory, Bill of Material and Engineering Change Control. Previous night shift experience with a BPO or multi-national company is recommended.

Essential Job Functions

- Supports business units with Item and BOM data control.
- Analyzes and controls the creation, activation, revision and deactivation of all item numbers and BOMs in Oracle.
- Monitors, records and responds to incoming requests to the Item Configurator inbox.
- Communicates with requestors to understand the end goal; advises if other documentation or approvals may be required.
- Manually enters and maintains data into Oracle when necessary.
- Works cross functionally with all business units and service teams: Engineering, Planning, Operations, Product Management, Graphics, Industrial Design and Customer Service/Sales - to ensure products are structured and configured correctly.
- Assists in the resolution of system and process-related issues; acts as information resource for issue resolution.
- Researches information as appropriate to resolve problems encountered or data not accepted by system edits.
- Seeks out and resolve root cause of errors in product configuration.
- Maintains the BOM library, ensuring the Bills are complete, accurate and stored in appropriate locations.
- Makes recommendations to management for improvements in processes.
- Maintains close liaison with other departments.
- Performs other duties as assigned.

Proficiencies Required

- Bachelor's degree in engineering or business related field.
- Minimum of 1 year experience with BOM and item configuration experience using Oracle.
- Highly detail oriented and organized.
- Strong project management skills and process oriented.
- Ability to communicate effectively in English, both orally and in writing.
- Well-developed problem solving and time management skills.
- Proactive, self-motivated and able to effectively adapt to changing conditions and projects.
- Must thrive in a team-oriented environment.
- Excellent computer skills in Oracle, Excel, Power Point, MS Word, etc.
- Experience with Agile Product Lifecycle Management tools a plus

Company Background

Founded in 1983 by Rob Harris and guided by principles of sustainability, community and integrity, PMI designs, manufactures, and markets innovative food and beverage container solutions under three brands. Their two most recognizable brands, Stanley® and Aladdin®, are both over 100 years old and sold globally. Migo® was founded in 1999 and is rapidly growing in the Asia Pacific region. PMI also creates private label products for select global retailers. Headquartered in Seattle, PMI has offices in Bentonville, Shanghai, Amsterdam, Manila, Rio de Janeiro, San Francisco, Shenzhen, and Hong Kong. Additionally, PMI has ownership in three manufacturing facilities, one in China and two in Brazil. Our vision is to revolutionize the way people enjoy food and beverage everywhere. For more information visit our website: www.pmi-worldwide.com

We care about our people and recognize their efforts through quarterly and annual rewards and bonuses. Other benefits include HMO, life insurance, free meals, rice subsidy, night shift differential, education and training sponsorship and scholarships, and international travel.

We also care about our local and global community and show it in the following ways:

- All employees are given one paid day per year to volunteer at an organization nominated and selected by employees.
- PMI annually gives 1% of net profits to nonprofit organizations that align with our philanthropic pillars: children, education and the environment.
- Quarterly Grassroots Philanthropy Award where we donate to a nonprofit organization nominated and selected by employees.

Help us build our success story today.

If you have the qualifications and skills for this position please submit your resume

to: marcus.pingol@pmi-worldwide.com