



5855 U.S. Hwy 11
Springville, AL 35146
www.esbgroup.net

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Procurement Coordinator (Buyer) PCB:

The ESB Group is an audio, video, and lighting systems integrator, and we specialize in commercial markets: Government, Education, Corporate, House of Worship, Performance and Entertainment venues. Our mission is “to provide clarity in sound and vision so that the *WORD* can be communicated to the world.”

Career Description:

The PCB will take a materials list, generated by the engineering staff and place purchase orders for all the parts and pieces on that list. The BOM (Bill of Materials) will include many different manufacturers’ makes and models. Once the POs are issued, the PCB will work with and alongside the warehouse staff to make sure equipment is received, processed, and staged for technician pickup and installation. They will also handle RMAs (Return Merchandise Authorizations) for all equipment and equipment submittals for purchasing approval.

This position will spend a percentage of their time doing computer work and a percentage of their time doing warehouse work.

Skills required to be successful in this position:

- Enjoys shopping and purchasing: This position involves a lot of price comparison and negotiation; you will need to communicate with manufacturers to secure the best pricing.
- Detail-oriented: You will be ordering many individual parts and need to track what goes where.
- Flexible and able to multitask: There will be last-minute changes, and you may need to redo tasks outside of your control.
- Organization: You will be receiving and organizing all the items you order.
- Excel and data entry skills: A basic understanding of Excel is required.
- Data entry: We currently issue POs through QuickBooks
- Computer proficiency: We use Office 365 will.
- Warehouse experience: Ability to lift 50 lbs (+/-), operate a forklift, verify shipping quantities, and reconcile receipts with POs.
- Learning new products and SKUs.
- Clean driving record and valid driver license.
- Excellent verbal and written communication skills.

Examples of Daily Responsibilities Related to Purchasing / Buying:

- Create PO's
- Create and manage RMAs
- Price shopping and negotiation
- Register products for purchase
- Update materials lists regarding ordered, backordered, received, and TBD items
- Receive items and match invoices to purchase orders
- Record serial numbers for order and RMA reference
- Reconcile shipments and approve invoice payments

Examples of Daily Responsibilities Related to Assisting in the Warehouse:

- Process daily receiving including material organization and corresponding documentation.
- Monitor “in-stock” materials when placing orders.
- Receiving Shipments
- Preparing Shipments
- Inspect received material for damages.
- Reconcile shipments and approve invoice payments
- Unloading Shipments and staging of equipment.

Insights about the opportunity:

- Work is based in our warehouse in Springville, AL. typically M-F 8am – 5pm
- Character, integrity, and morality are foundational to the ESB culture.
- All employees enjoy a smoke-free and drug-free workplace.
- This is a full-time position.
- Upon request we have a more exhaustive daily responsibility list.

Compensation & Benefits:

- Starting base Pay: **\$22.00 per hour**, with the final offer determined by the candidate’s specific experience, qualifications, and aptitude.
- Health insurance options
- Retirement plan options
- Paid time off and holidays
- Stable, long-term position in a growing company

How to Apply:

- Email your resume to: careers@esbgroup.net - Subject Line: PAC
- Please include your resume.