



COMPOSITE TECHNOLOGY DEVELOPMENT, INC.

ENGINEERED MATERIAL SOLUTIONS

Administrative, Purchasing, & Inventory Technician

With our strong investment in research and product development and culture of technical excellence, Composite Technology Development, Inc. (CTD) is an industry leader in the development of advanced materials, composite structures, and products that excel in harsh environments. CTD is an innovative materials and product development company in Lafayette Colorado, conveniently located between Denver and Boulder, with easy access to the Rocky Mountains.

CTD is seeking an Administrative, Purchasing, & Inventory Technician to support the Accounting and Materials Sales groups. This position offers an exciting office environment with excellent career growth and promotion potential.

Specific responsibilities of the position include:

- Acting as accounting liaison with off-site accountants in tracking internal Purchase Orders, invoices, and incoming payments
- Maintaining the Materials Inventory Tracking System (MITS) under the direction of the Materials Sales manager
- Receiving and logging new material shipments and maintaining location and identity of materials
- Collecting and entering material usage into inventory tracking system and reporting usage amounts to accounting
- Working with technicians and engineers in purchasing supplies and other materials when requested
- Entering costing information into MITS and maintaining up-to-date pricing for all materials
- Sourcing materials and supplies and receiving quotes for materials from outside vendors
- Contributing to the daily activities of the Materials Sales team to effect efficient performance and on-time shipments
- Assisting with shipping product and tracking shipments

Position Requirements

- 1 to 5 years' experience in an administrative related role
- The candidate must be familiar with basic Microsoft Office computer programs and use. Strong computer skills are critical to the performance of this job
- Basic knowledge of purchasing, accounting, inventory, and shipping activities
- The candidate must be responsible, self-motivated, and able to work closely with supervisors
- Organized and capable of tracking, managing, and resolving simple issues on multiple projects simultaneously
- Excellent troubleshooting, problem identification, and problem resolution skills
- Demonstrated track record of successful employment for longer than 12 months

Desired Experience

- Shipping and Receiving experience
- Inventory accounting
- Knowledge of Safety Data Sheets (SDS) and their use



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- Shipping procedures, especially about hazardous materials
- Use of Access data base

CTD is an equal opportunity employer and provides competitive compensation and an excellent benefits package, along with career growth potential. CTD's offices are in Lafayette, Colorado, between Boulder and Denver, along the beautiful Rocky Mountain Front Range. U.S. citizenship or Resident Alien status is required.

Qualified candidates should reply by e-mail to: recruiting@ctd-materials.com. No phone calls or faxes. Reference the Administrative, Purchasing, & Inventory Technician position in the subject line of your e-mail. Include an attached Word or PDF document composed of a cover letter and a resume. In your cover letter please detail your specific expertise as it relates to the above listed responsibilities.

In compliance with Colorado's Equal Pay for Equal Work Act, the salary range for this role is \$50,000 to \$70,000; however, CTD considers several factors when extending an offer, including but not limited to, the role and associated responsibilities, a candidate's work experience, education/training, and key skills.

In compliance with Executive Order on Ensuring Adequate COVID Safety Protocols for Federal Contractors the COVID-19 vaccination is required as a condition of employment, unless otherwise exempted by approved reasonable accommodation.