Opportunity Profile

PURCHASING & SYSTEMS SPECIALIST

Donald Engineering

Partnership Driven Solutions



DonaldEngineering.com





ABOUT
DONALD ENGINEERING

Donald Engineering specializes in Partnership Driven Solutions that move industries forward.

Founded in 1963, we've built a legacy as Michigan's trusted resource for automation, fluid power, motion control, mechatronics, and machine safety.

Our mission is simple: to engineer smarter, safer, and more efficient systems that empower our customers to do more. From component selection to full system design, our team of experienced engineers partner with customers every step of the way to solve challenges with precision and creativity.

Beyond the products, we pride ourselves on education, consulting, and hands-on support to help our customers and partners stay up to date with automation innovation.

OUR
QUALITY & MISSION

Quality

Committed to distributing and representing manufacturers of premier automation, fluid power, and motion control products. Donald Engineering's responsibility is to understand customers' needs and maintain a high level of application knowledge.

Donald Engineering's dedication to detail makes sure each job is completed to a level of mutual satisfaction within the allotted time.

Mission

Donald Engineering's goal is to understand and exceed customers' needs in automation, fluid power, motion control, and mechatronics.

Develop mutually beneficial relationships with customers, vendors, and employees through loyalty, respect, education, and stewardship of resources.



EXPERTISE



Your partner in total machine safety, motion control, hydraulics, pneumatics, vacuum, & lubrication solutions.



Bringing together expertise in manufacturing, mechatronics, & engineering to deliver precision-engineered motion mechanisms.



Where innovation meets reliability to upgrade the standards of fluid management in the life science industry.



Strategic partner to manufacturers, integrators, & machine builders in automation and electrical control solutions.

Donald Engineering offers a wide range of automation components, including pneumatic, hydraulic, and electric systems, as well as fluid control products, safety systems, and motion control solutions from trusted brands such as SCHUNK, Clippard, ROSS Controls, Oilgear, Milwaukee Cylinder, Continental Hydreco, and Compact Automation Products, among others.

Along with the components, Donald Engineering provides custom assemblies, engineered solutions, consulting, and training.



ROSS

CONTINENTAL HYDRECO

Clippard

milwaukee Cylinder

SCHUNK

COMPACT AUTOMATION PRODUCTS



PURCHASING & SYSTEMS SPECIALIST POSITION SUMMARY

Full Time | On Site in Grand Haven, MI | Some Travel to the Corporate Office in Grand Rapids, MI

Help keep Donald Engineering's orders, inventory, and business systems running smoothly. This role combines purchasing, customer and sales support, and enterprise resource planning (ERP) system leadership to support profitability and customer satisfaction.

You'll coordinate with suppliers, customers, and internal teams to keep orders on track, maintain accurate inventory, and improve daily workflows. As the company's internal ERP champion, you'll help employees use the system effectively and take a lead role in evaluating and implementing a new platform.

Key Responsibilities

- Process and expedite purchase orders, track deliveries, and communicate order status.
- Manage inventory availability and accuracy; review slow-moving stock and support warehouse operations.
- Process customer orders, provide quotes and product information, and resolve order discrepancies, returns, and repairs.
- Serve as the primary internal resource for ERP training, accurate data entry, reporting, and process improvements; coordinate with software vendors.
- Support sales research, lead follow-up, and customer database reporting while developing knowledge of Donald Engineering products and applications.
- Protect confidential customer and company information and contribute to continuous improvement.

First Year ERP Focus

- Help define business requirements, evaluate software vendors, and participate in demonstrations.
- Coordinate implementation planning, data cleanup and migration, configuration decisions, testing, and issue resolution.
- Develop user instructions, coordinate employee training, and help establish meaningful operational performance measures.

Qualifications

- Bachelor's degree in business or equivalent; experience with operational software systems.
- Working knowledge of Microsoft Office, operating systems, and AI software products.
- Strong communication and teamwork skills; highly organized, detail-oriented, and able to prioritize independently and meet deadlines.
- Business or IT certifications, industrial customer service or order management experience, mechanical aptitude, and IT or ERP experience preferred.

Apply

Thank you for your interest in the Purchasing & Systems Specialist position. We invite you to apply by emailing your resume along with a short statement about why this role interests you to ***candidates@donaldengineering.com*** with the **subject line:** *Purchasing & Systems Specialist*