



Nel Hydrogen, Inc.
2371 Verna Street
San Leandro, CA 94577-4205

www.nelhydrogen.com

Job Title: Purchaser & Material handling Specialist
Location: CA

We are a wholly owned subsidiary of an international group headquartered in Oslo, NO and Herring, DK of approximately 400 employees and expect to maintain a strong growth in the coming years. The organization is dynamic, and the culture is informal with flexibility as a key word.

The company is a frontrunner when it comes to the development of hydrogen fueling stations used for the refueling of hydrogen vehicles (passenger vehicles, busses, and trucks). The market for hydrogen stations will maintain its growth in the coming years, as large-scale production of hydrogen cars will be launched in 2019 – 2020 and onwards.

NEL Hydrogen has positioned itself as a global player for the rapidly growing hydrogen economy. Our entity in San Leandro, CA was established in 2017 to service the Northern CA business; we have expanded into Southern CA and have a warehouse location in Ontario, CA. We are seeking a Service Director who will be a key employee in the US organization and will also have global impact on service strategy in other regions. You will report directly to the General Manager, North America. The Service Director can be based in either Southern or Northern, California. The majority of new business in 2021-22 will be in Southern, CA.

Our primary focus is hydrogen fueling station technology and its installation, commissioning, and service, although our service team also provides service for the Nel electrolyser division and its equipment.

POSITION SUMMARY

Purchases items via 3rd party vendors as well as Danish HQ. Responsible for inventory, warehousing, accounting and allocation of costs to projects. Also, in charge of service vehicle fleet of 6-8 vehicles.

RESPONSIBILITIES:

- Warehouse duties (for all service centers, currently there are two)
 - Set and adjust inventory levels
 - Reorder points
 - Safety Stocks
 - Reorder quantities



- Assist with the physical and electronic organization of inventory
- Conduct cycle counts
 - Run reports
 - Apply adjustments
- Part number creation and updates
- Purchasing Duties
 - Identify local distribution for material purchased in the EU
 - Source local consumables and tools
 - Set up accounts with suppliers
 - Order material
 - Track status
 - Expedite
 - Elevate supplier issues
 - Receive material
 - Process for inventory, projects, tooling, consumables
 - Manage internal and external suppliers to hold accountable to commitments
 - Run on time to promise on time to request reports
 - Seek competitive pricing
- Additional duties assigned
 - Examples
 - Vehicle fleet maintenance
 - Shipping/Receiving activities
 - Freight vendor management
 - Supplies
 - Shipments/deliveries
- Coordinate carrier pick-up as specified on the Sales Order.
- Handle freight damage claims.
- Maintain warehouses, tools and equipment in a clean and orderly condition.
- Comply with all required safety regulations.
- Maintain adequate inventory of shipping materials.
- Perform receiving and inventory control duties.
- Unpackage and move material.
- Make transactions in ERP system and Improve MS Navision to the needs of the CA organization, work with the IT and finance departments to streamline purchasing, inventory, billing and accounting.
- Manage waste

QUALIFICATIONS:

Education:

High school diploma

Required Skills and Abilities:

- Factory related experience in Purchasing, Shipping and Receiving.



- High level of computer proficiency and ability to accurately enter information. Experience with MS Navision a plus.
- Ability to fill out bills of lading and various shipping forms required by the major freight carriers.
- Familiar with proper packaging methods.
- Operate most common material handling equipment and be approved as a Power Industrial Vehicle (PIV) operator.
- Be certified to various shipping regulations (DOT, IATA).
- Ability to lift 50 lbs.
- Able to stand, bend, reach and move about the facility for long durations.
- Ability to read and interpret packing slips.

Competencies:

- Attention to Detail/Accuracy
- Team Player
- Independent, flexible and have "drive"
- Problem Solving Skills
- Communication-verbal and written
- Time Management; priority goals
- Planning and organizing
- Ethical Practice

The above statements reflect the principal functions of the position and shall not be construed as a detailed description of all work requirements that may be inherent in the job.

Nel Hydrogen provides comprehensive health and insurance benefits for its employees as well as a stock option plan. The Company offers competitive paid vacation time, sick leave, and holidays.

The Company has a published Code of Conduct that all employees are expected to follow.

Visas

- Nel will only employ those who are legally authorized to work in the United States. This is not a position for which sponsorship will be provided.
- Individuals with temporary visas such as E, F-1, H-1, H-2, L, B, J, or TN or who need sponsorship for work authorization now or in the future, are not eligible for hire.

We are an equal opportunity employer We are an equal opportunity employer- M/F/Disabled/Veteran and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law. All employment is decided based on qualifications, merit, and business need.

To apply, please e-mail your cover letter and resumé to: nelctcareers@nelhydrogen.com.