JOB DESCRIPTION

Job Title: Purchasing Coordinator
Department: Materials
Reports To: Materials Manager
FLSA Class: Non-Exempt
Pay Type: Hourly

SUMMARY
Under minimal supervision, performs all duties related to purchase order entry and post-entry supply chain tracking. Interacts with suppliers, both foreign and domestic, to maintain pricing and delivery scheduling. Interacts with internal personnel as a liaison between supply orders and demand orders.

ESSENTIAL DUTIES AND RESPONSIBILITIES (include the following, however, other duties may apply.)

- Responsible for the accurate entry, proofing, maintenance and submission of purchase orders based on customer demand, stock replenishment and management direction
- Responsible for the accurate entry, proofing and maintenance of supplier container shipments
- Maintain superior level of accuracy while creating and verifying purchase order information including proper product costing, shipping instructions, etc.
- Coordinate order status report submissions from suppliers. Resolve changes and discrepancies, and update purchase order information accordingly
- Routine purchase order review and follow-up, and expediting of orders
- Maintain supplier price lists
- Review and resolve supplier invoice discrepancies
- Communicate professionally and courteously directly with suppliers in relation to order processing as required to resolve issues and receive order acknowledgements
- E-File all order documents and electronically attaches to appropriate system locations per document management system
- Maintain stock levels of supplies and make Maintenance, Repair and Operating purchases

SUPERVISORY RESPONSIBILITIES
This job has no supervisory responsibilities.

I have received my job description and understand that I will be evaluated on the requirements set forth therein.

Signature: ________________________________
Date: ________________________________
QUALIFICATIONS
- To perform this job satisfactorily, an individual must be able to perform each essential duty satisfactorily
- Close attention to detail is essential
- Good organizational skills
- Strong interpersonal skills
- Knowledge and understanding of the regulations and requirements of operating within a Foreign Trade Zone
- Must be very proficient, quick and comfortable with personal computer navigation and operation.
- MS Office 2010, Epicor Vantage

EDUCATION and/or EXPERIENCE
- 3 to 5 years related experience minimum
- High school diploma required

LANGUAGE SKILLS
Effectively communicate and understand job instructions both verbally and written in the English language. Ability to effectively interpret and translate instructions to other employees in a professional and respectful manner.

MATHEMATICAL SKILLS
Ability to perform basic mathematical computations. Ability to apply concepts such as fractions and percentages to practical situations.

REASONING ABILITY
Ability to define problems, collect data, establish facts, draw valid conclusions and resolve discrepancies in a reasonable amount of time.

PHYSICAL DEMANDS
While performing the duties of the job, the employee is regularly required to stand, walk and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. The noise level in the work environment is low as expected in an office environment.