

JOB DESCRIPTION

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

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

Signature: _____

Date: _____

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.)

- Precise entry, proofing, maintenance and submission of purchase orders based on customer demand, Material Requirements Planning and management direction.
- Accurately analyze data based on forecast and history to maintain accurate inventory levels.
- 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.
- Quote material from a minimum of three different suppliers.
- Attend production meeting and report with purchasing updates to the appropriate personnel in a timely manner.
- Report on-time-delivery monthly or as requested for domestic and international suppliers
- Back up and support Production Scheduler as needed.
- 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.

QUALIFICATIONS

- To perform this job satisfactorily, an individual must be able to perform each essential duty satisfactorily.
- Knowledge and understanding of the regulations and requirements of operating within a Foreign Trade Zone.

- Must be familiar with analysis and maintenance of MRP systems.
- Communicate honestly, professionally and respectfully with others and demonstrate effective listening skills.
- Excellent organizational and communication skills.
- Strong ambitious, motivated team player, leadership, interpersonal, time management skills. Strong attention to detail and concern of importance.
- Excellent mechanical and conceptual skills with knowledge base of the manufacturing industry.
- Ability to manage multiple projects with minimum direction.
- Strong computer skills including Microsoft Office Outlook, Excel, etc.

EDUCATION and/or EXPERIENCE

- 3 to 5 years related experience minimum in purchasing.
- Experience with various metals, alloys and casting products.
- College Degree preferred, High School diploma required.
- Strong understanding of manufactured/engineered components.

LANGUAGE SKILLS

Ability to effectively interpret and translate instructions to other employees in a professional and respectful manner. Effectively communicate with clients and fellow employees both verbally and written in the English language. Must be able to write in a professional/business manner.

MATHEMATICAL SKILLS

Ability to perform basic mathematical computations. Ability to apply concepts such as fractions, percentages, ratios and proportions to complex situations. Has the ability to read and interpret basic dimensions on blueprints.

REASONING ABILITY

Ability to define problems, collect data, establish facts and draw valid conclusions using logic to weigh the strengths and weaknesses of alternate solutions. Must have excellent organizational, multi-tasking and prioritizing skills. Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Excellent organizational, multi-tasking and prioritizing skills. Communicate honestly with all customers and provide solutions to problems in a timely fashion.

PHYSICAL DEMANDS

Ability to lift 50 lbs. when required. 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. Able to sit and work at a computer for extended periods of time.

MENTAL WORK DEMANDS

Regular and on-time attendance. Full time position, hours may occasionally exceed 40 hours per week.

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.