



Purchasing Coordinator

Job Description

Department:	650 - Procurement	Reports To:	Senior Procurement Analyst
Positions Supervised:	This job has no supervisory responsibilities.		
Travel Required:	0%	FLSA Status:	Exempt
Schedule:	M-F 8:30-5:30	Classification:	Full-Time
Last Revision Date:	4/9/2021	Location:	Oldsmar, FL

Job Summary

The Purchasing Coordinator orders materials, equipment, supplies, and services in accordance with prescribed purchasing regulations and procedures. Assists in analyzing purchase requisitions and developing sources for supplies. In addition, the Purchasing Coordinator interprets and reviews purchasing requests by other departments and vendors and assists with general tasks as needed. The position reviews open POs for accuracy and on-time completion. The position will have some responsibility for inbound logistics which may include assigning ship methods and reviewing costs. The position requires a degree of technical knowledge and use of initiative and independent judgment.

Duties and Responsibilities

The following are duties and responsibilities for the position. Other duties or functions may be performed as assigned.

- Processes purchasing transactions according to policies established by VPG.
- Entering POs and confirming due dates and pricing with vendors.
- Monitors open PO reports to ensure accuracy and on-time delivery dates from vendors.
- Assign ship methods for inbound POs based on needs and forecasts.
- Work with suppliers to expedite open POs as needed.
- Review freight bills for accuracy and proper HTC codes.
- Audit inbound product to insure accurate landed cost numbers.
- Examine and analyze purchase requisitions for completeness and accuracy of information; contact department or initiator to clarify or complete information; determine method to process requisition based on dollar amount, timeliness required, existing open PO's.
- Monitor potential purchasing problems between company and vendor.
- Regularly monitors inventory reports for all product lines.
- Reviews pipeline report with Operations to monitor potential shortfalls in inventory.
- Assist with cycle count program.
- Large roll in year-end Inventory.
- Maintain records on vendor performance.
- Perform assigned project work as needed.

Knowledge and Technical Skill Requirements

To perform this job successfully, an individual should have the following knowledge and skills:

- Knowledge of purchasing practices and procedures.
- Knowledge of materials, products, and the commodity market in area of specialization.
- Experience with importing and customs regulations a plus.
- Able to establish and maintain effective working relationships.
- Proficiency in PC skills, Microsoft Office Suite.
- Ability to multi task and focus.
- Keen organizational skills.
- SAGE experience helpful.

Education and/or Experience

Associates degree in related field preferred; or four years related experience and/or training; or equivalent combination of education and experience

Certificates, Licenses, Registrations

This position does not require certificates, licenses, or registrations.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position may require extended periods of standing, sitting, as well as some repetitive movements and repetitive lifting of minimal weight. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

The work environment has a normal level of production sound and occasional high levels of sound. Production area is not aggressively climate controlled. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Travel

Travel is not a requirement of this position.

Supervisory Responsibilities

This position does not have supervisory responsibilities.

Vanguard Protex Global is a drug-free workplace.

Employee Name

Employee Signature

Date