



Divisions of  CCOM Group, Inc.

Purchasing Coordinator

Basic Purpose:

Manages inventory levels to have the right material at the right time. Evaluate suppliers, negotiate contracts and review product quality.

Functional Responsibilities:

- Evaluate and monitor product pricing and quality
- Uses tollgate process to manage new product introductions
- Meets with Inventory manager to return dead inventory
- Manage inventory on a daily basis, and inventory turns
- Meet with vendors to discuss product
- Cultivate a strong relationship with vendors

Critical Duties and Responsibilities:

- Manage Inventory Stock levels
- Expedite procurements throughout the day
- Reviews open and back ordered PO's
- Attends product and technical training
- Reviews Suggested PO Queues for stock
- Enforces company procedures and policies for returns, damages, shortages and backorders.
- Reviews inventory surpluses and dead stock during slow periods
- Consults with Branch Managers on their inventory needs
- Transfers excess product before purchasing to increase turns
- Annual physical inventory
- Provide planning and control information by collecting, analyzing and summarizing data and trends
- Keep master file up to date
- Assist pricing department with Manufacturing Price changes
- Keep product data up to date (collect descriptions and product substitutions)
- Ensure distributor agreements are populated in public folder.
- Analyze procure paths to optimize turns and inventory levels.

Requirements and Qualifications:

- Supply Management
- Well Organized
- Team Builder – Must be able to communicate with those around and work well with them
- Must be able to work in a fast paced
- Positive, Can Do attitude
- Competent with Microsoft Office Suite (Excel and Word) Internet browser, and Eclipse