

Purchasing Coordinator

Responsible for purchasing, logistics and material flow of contracted and non-contracted goods and services to meet established quality, pricing and schedule requirements.

Job Description:

- Responsible for purchasing finished goods, raw materials, semi-finished products, components and services from vendors.
- Properly manage all purchasing through ERP system
- Direct point of contact for Production and Project Management for material requirements, schedules and costing.
- Verify BOMs against CAD drawings and project SOW to ensure order accuracy.
- Review impact of all pending Engineering Change Requests upon schedule and pricing.
- Research, identify and assess new suppliers
- Evaluate and compare vendor quotes to select the most desirable supplier.
- Ensure Suppliers provide quality materials on-time and resolve material issues and material returns when expectations are not met.
- Employ a just in time material delivery philosophy to meet project schedules
- Coordinate and work directly with suppliers, management, and logistics teams to schedule, expedite, and track deliveries to ensure schedules are met.
- Verify and review project based purchase requisitions for accuracy and confirmation of receipt of material against schedule.
- Work closely with team to effectively take advantage of trends
- Visits suppliers' facilities to qualify them as new sources and assists in the resolution of production, design, quality and/or delivery problems.
- Oversee all logistics activities
- Establish good business relationship with suppliers to allow for improved lead times, better pricing and facilitation of problem resolutions.
- Manage all "WIP" staging areas
- Ensure physical inventory and transactions in ERP system are in sync at all times.

Essential Skills:

- Bachelor's Degree in a technical discipline or equivalent
- Minimum five (5) years' experience purchasing electro-mechanical parts and components
- Strong negotiation and vendor management skills
- Experience working with BOMS and ability to read blueprints, wiring diagrams and to identify electronic components
- Strong communication skills that will allow for effective oral and written communication with suppliers and internal customers.
- Strong mechanical aptitude
- Must be highly organized and able to multi task in an extremely dynamic environment

- Proficiency in MS Office applications and prior experience working with an MRP or ERP system
- Must have sound decision making skills with the ability to exercise good judgment
- Authorized to work for any employer in the U.S.

Non-Essential Skills:

- MS AX experience
- Prior experience working with fabricators and subcontractors
- Familiarity working according to quality standards and procedures
- Strategic sourcing experience
- Prior experience working for a capital equipment or electro-mechanical system manufacturing Company.
- Familiarity working with domestic and international freight forwarders and shipping Companies.

Physical Demands:

- Regularly required to sit, walk, bend and stand
- Expected to effectively communicate in person, on phone, and via email and other electronic devices on a continual and repetitive basis.
- Will need to repeatedly use hands to finger, handle, feel and operate standard office equipment
- Day to day responsibilities will require lifting, moving, carrying and maneuvering materials up to 50 pounds alone; heavier with assistance.
- Specific vision abilities required include close vision, distance vision and the ability to adjust focus.

Mental Demands:

- On a regular basis, will be required to:
 - use written and oral communication skills
 - read and interpret data, information and documents
 - analyze and solve non-routine and complex office administrative problems
 - be creative, make judgements, use reasoning and make decisions
 - observe and interpret situations
 - learn and apply new information or skills
 - perform detailed work on multiple, concurrent tasks
 - work under intensive deadlines with frequent interruptions
 - interact with internal and external customers holding positions from a wide array of disciplines and organizational hierarchy levels
- May need to communicate and effectively manage dissatisfied or frustrated customers and/or interface with difficult/demanding individuals.
- Must be able to fulfill essential job function in a consistent state of alertness and safe manner