

Attention National Guard Members, Veterans and Transitioning Military:

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Military Spouses may apply by logging in or registering here:

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Search for Req #: 162104BR - Purchasing Coordinator - Florence SC

This position is open until filled.

JOB DESCRIPTION:

Under specific direction, purchases parts from suppliers at the lowest cost consistent with considerations of quality, reliability of source and urgency of need.

- Administers purchase order process and places/creates orders as requested.
- Provides vendors with a forecast of parts to be ordered.
- Expedites the processes involved in shipping and receiving orders.
- Contacts vendors regarding invoice discrepancies.
- Completes planning and back order reports.
- Coordinates warranty returns.
- Maintains appropriate inventory based on management direction.
- Reviews vendor acknowledgement for price, part, quantities, delivery and updates in the system.
- Reviews and supervises the disposition of all defective material received from suppliers.
- Processes tooling withdrawals and receipts. Analyzes reorder report recommendations.
- Processes expense and work order requisitions, procure expense supplies as required.
- Relays materials requirements and negotiates prices.
- Relates pertinent information and receipt documents.
- Performs other duties as required.

SUPERVISORY RESPONSIBILITIES:

This position will not supervise other associates.

EDUCATION and/or EXPERIENCE

- Associate's degree and five (5) years of related experience.
- Experience with computers and software products such as Windows, Excel, Outlook, Word and PowerPoint.
- Familiarity and basic understanding of Internet. Normal mechanical and analytical ability is needed as well as good communication skills. •Working knowledge of Maximo and MFG-PRO, preferred