

RMK MERRILL-STEVENSON

Job Title: Purchasing Coordinator Job Description

Department:

Reports to:

Effective Date:

Summary

This position is responsible for the ordering, receiving, inspecting, storing and distribution of materials, equipment and supplies for RMKMerril-Stevens. Additional responsibilities include

Job Duties and Responsibilities:

- Enter material/supply requisition daily for inventory adjustments
- Miscellaneous/parts runs when needed
- Reconcile PO'S with matching invoices
- Assist with PO's when needed to fulfill stocked items
- Confirming with upper management ordered Parts, supplies, materials, and tools are billed properly during PO reconciliation
- Create and print UPS/USPS/FEDEX shipments
- Assist with Entering Material/Supply Requisitions daily for inventory adjustments
- Assist with Receiving All shipments from vendors and ups/fedex
- Monitor customer and facility received items for pick ups
- Label/TAG Special ordered delivered Parts and Materials waiting for distribution to vessels
- Update requested party/service team that parts are here
- Assist with handing out supplies and materials to technicians when needed
- Participate in quarterly inventory counts
- Dress accordingly to Purchasing department requirement's
- Assist with any other request from upper management to successfully carry out operations

Education and Experience:

- High school diploma or equivalent required; Associates or Bachelor's degree preferred.
- Previous purchasing experience preferred.
- Able to use general computer applications, familiarity with ___ or other accounting software a plus.
- Ability to select, negotiate the purchase of and order materials, equipment and services at fair prices.

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Essential Skills:

- Highly detail-oriented and organized.
- Accuracy and attention to detail.
- Ability to meet a constant stream of deadlines.
- Proven ability to work both independently and collaboratively with different levels of employees.
- Superior analytical and problem-solving skills.
- Familiarity with accounting software and programs.

Work Environment

- This position requires a work week that consist of 40 hours, flexibility to work overtime if required
- Fast pace environment
- May required to drive, valid drivers license
- May involve hazardous materials, fumes, moving parts/equipment, electrical, extreme heat

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