



## Purchasing Coordinator

**Department:** Purchasing & Planning

**Job Status:** Full Time

**FLSA Status:** Non-Exempt

**Reports To:** Purchasing Manager

**Grade/Level:** Employee Development Program

**Travel Required:** No travel required

**Work Schedule:**

**Positions Supervised:** None

Monday - Thursday

6am - 4:30pm

Some scheduled Fridays

### POSITION SUMMARY

Manages the Kanban program for “buy” items, and orders material from external vendors to satisfy the forecast.

### ESSENTIAL FUNCTIONS

- Place daily purchase orders with external vendors for any needed parts or services.
- Maintain Kanban program for all “Buy” items. This includes adding and removing cards according to the current demand, monitoring and adjusting the quantity of inventory that each card represents, maintaining accurate information on each card, and conducting regular audits on the quantity and location of cards.
- Ensure confirmation of pricing and delivery date is received from the vendor for each PO placed and immediately report any price variances to the Buyer
- Maintain, expedite, delay, track, and/or cancel all open purchase orders as needed according to our latest demand.
- Update JNA’s ERP system vendor and part setting as required
- Determine weekly carcass needs and communicate this information with Norway. This includes entering our carcass orders directly into Norway’s ERP system and also monitoring and updating the total number of carcass sets that we need to order on a weekly basis to satisfy the forecast.
- Oversee the cycle count program by ensuring that all counts are completed in the required time frame, assisting/leading the research of inventory discrepancies, and maintain the cycle count spreadsheets.
- Report cycle count variances that exceed a predetermined value to the accounting department.
- Assist with creation and maintenance of spreadsheets for forecasting finished goods and raw materials.
- Keep the account managers updated with information related to purchase order delays, discontinued

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parts, quality issues, and/or any other information that may be relevant to our customers.

- Create, maintain, and close jobs as needed
- Attend meetings as required (Daily Production Meeting, ECN Meeting, team meetings, etc) and perform required tasks
- Attend and participate in the yearly inventory audit
- Back up the Purchasing Manager as needed
- Work Cooperatively with coworkers.
- Meet Attendance Expectations.
- Practice “Lean” Process Unique to position.
- Participate in Jøtul Idea System.
- Provide customer service for all internal and external customers.
- Adhere to all safety guidelines, and actively participate in required programs such as ergonomic evaluations and daily stretch breaks
- Perform other duties as assigned

## POSITION QUALIFICATIONS

### Competency Statement(s)

- Accountability - Ability to accept responsibility and account for his/her actions.
- Accuracy - Ability to perform work accurately and thoroughly.
- Analytical Skills - Ability to use thinking and reasoning to solve a problem.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Conceptual Thinking - Ability to think in terms of abstract ideas.
- Customer Oriented - Ability to take care of the customers’ needs while following company procedures.
- Judgment - The ability to formulate a sound decision using the available information.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Problem Solving - Ability to find a solution for or to deal proactively with work-related problems.
- Relationship Building - Ability to effectively build relationships with customers and co-workers.

### Education

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Associate's Degree (two year college or technical school)

## Experience

Six months to one year related experience

## SKILLS & ABILITIES

### Computer Skills

Must be well qualified in:

- Data base user interface and query software – Microsoft Query, Microsoft Access, data warehousing, and data manipulation
- ERP Software – Epicor and M3 preferred
- Microsoft Office software – Advanced Excel skills (macro programming, spreadsheet automation, and trend forecasting, etc.), Query, Visual Basic for Applications, and Outlook
- Must be well qualified in Microsoft Excel, Microsoft Query, Microsoft Visual Basic for Applications, and Data warehousing.

### Certificates & Licenses

Current fork truck license

## PHYSICAL DEMANDS

### Physical Abilities

		Lift /Carry	
Stand	O (Occasionally)	10 lbs or less	O (Occasionally)
Walk	O (Occasionally)	11-20 lbs	O (Occasionally)
Sit	F (Frequently)	21-50 lbs	N (Not Applicable)
Handling / Fingering	O (Occasionally)	51-100 lbs	N (Not Applicable)
Reach Outward	O (Occasionally)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	O (Occasionally)	<b>Push / Pull</b>	
Climb	N (Not Applicable)	12 lbs or less	O (Occasionally)
Crawl	N (Not Applicable)	13-25 lbs	O (Occasionally)
Squat or Kneel	O (Occasionally)	26-40 lbs	O (Occasionally)
Bend	O (Occasionally)	41-100 lbs	N (Not Applicable)

- N (Not Applicable)** Activity is not applicable to this occupation.
- O (Occasionally)** Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
- F (Frequently)** Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
- C (Constantly)** Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

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## Other Physical Requirements

Vision (Near, Distance)

Sense of Sound (85 decibels)

Sense of Touch

Ability to wear Personal Protective Equipment (PPE) (Steel toe shoes, safety glasses, hearing protection, and face masks\shield)

## WORK ENVIRONMENT

This position works mostly a combination of time in an office and in a warehouse setting where temperatures seasonally can reach 90 - 100 degrees Fahrenheit.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Manager Signature \_\_\_\_\_ Date \_\_\_\_\_

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.