Job Title: International Procurement Coordinator  
Incumbent: ________________  
Department: Purchasing & Planning 04  
Date: 1/1/2017  
Employment Status: Regular  Full-Time  Non-Exempt

Position Summary: The International Procurement Coordinator is responsible for forecasting inventory needs, scheduling and revising procurement plans to ensure the timely and efficient delivery of stock to satisfy sales needs and company goals.

Essential Duties and Responsibilities

- Plans and manages purchasing schedules to meet customer delivery requirements.
- Responsible for the management of the inventory levels, schedules, and availability of selected items, either manufactured or purchased, to meet production schedules.
- Review sales order needs, forecast planning, and work in progress reports to analyze inventory stock levels.
- Must balance on-hand inventory with forecasted needs, vendor lead time, and MOQs.
- Generate purchase orders for production material, floor stock items, and all purchases to support the timely and efficient shipment of goods.
- Effectively communicate with manufacturing personnel, sales department, inventory, and product development department with regard to material status and production planning issues.
- Must develop and maintain beneficial relationships with vendors and contractors, both domestic and international.
- Provide training/cross training and support to new or current team members
- Review all relevant freight, import/export invoices to ensure proper accuracy and landed cost calculation.
- Calculate and report unit cost, both standard and average, to ensure appropriate item margin.
- Review vendor invoices/payables to ensure accurate pricing, discounts, and timing of payments.
- Initiate open lines of communication with sales department to ensure planning matches customer expectation.
- Assigning item sku numbers, operation codes and setting up BOMs in accordance with current standard procedure.
- Make recommendations to management for methods if improvement
- Organize and maintain a clean, neat, orderly, and safe work area
- Follow all prescribed safety protocols

Additional Responsibilities

- Assist in periodic cycle counting
- Act as a back-up for inventory control
- Willing and capable of picking up additional tasks as needed
- Field product information requests and questions from various departments

Knowledge and Skill Requirements
• Solid computer skills, including Microsoft Office, Excel, Mas200 experience preferred
• Thorough working knowledge of warehouse/inventory control, and purchasing best practices and procedures
• Working knowledge of material work planning methods and procedures
• Ability to manage projects and time effectively
• Excellent communication skills both verbal and written
• Demonstrate ability to work well within a team and across departments
• Insane attention to detail; must prioritize and plan work activities and use time efficiently
• Problem solving; identify and resolve problems in a timely manner
• Analysis; ability to bring together divers data sets to inform and shape strategy and action items

Supervision: Moderate must be able to follow directions and also identify needs and work independently.
Supervisory Responsibility: No
Access to Confidential information: Yes
Handle company funds: 
Languages: English fluency required
Training/Education required: Bachelor’s degree in Accounting/Finance, Purchasing/Procurement, or Production Operations
Experience required: 2-4 years

Additional Training/Skills:
- Be self-directed, action oriented, and a team player
- Dependability; consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance
- Results Driven and proactive; strong desire to own and execute area of responsibility with excellence
- Adaptability/Flexibility to change as business requires
- Organization; must maintain organized filing system for vendors and spreadsheet for expense tracking

Working Conditions
• Primarily office environment and is expected to be highly familiar with all common office equipment
• Hours of work: Monday – Friday, day shift
• Travel: minimal

Other conditions worth noting:
• Periodic evening and weekend work may be required

Physical Demands of Position
Standing  5 % of time
Walking  15 % of time
Sitting  80 % of time

Regularly required to/use:
Hands to finger, computer use
Speak
Hear
Sit

Frequently required to/use:
Stand
Walk

Occasionally required to/use:
Stoop
Kneel
Crouch
Crawl
Climb
Balance
Lift/move up to 30 lbs

Visual requirements:
Close vision, distance vision, color vision, peripheral vision, depth perception, & ability to adjust focus