



EAST JOB DESCRIPTION

JOB TITLE: Purchasing and Inventory Coordinator

DEPARTMENT: Accounting

SUMMARY: The Purchasing and Inventory Coordinator coordinates all purchasing for the organization. This includes soliciting quotes, building and maintaining vendor relationships, acquisition, and tracking of purchased items. This position will identify, create and ensure that Purchase Orders (PO's) are accurate and delivered per the terms agreed to. The Purchasing Coordinator will also track new and existing inventory.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Purchase materials, supplies, and equipment required by the organization.
- Periodic evaluation of suppliers to ensure cost, selection, service, and distribution are meeting the organization's needs.
- Develop and manage relationships with vendors to minimize purchase costs and maximize value from vendors.
- Facilitate requests for quotation or requests for bids and evaluate responses from vendors to provide product needs for the entity.
- Manage purchasing processes to ensure they are effective.
- Manage and track new and existing inventory for the organization.
- Proactive problem resolution with vendors on behalf of schools and the organization.
- Purchase order execution (receive, organize, and create PO's for all IT and Non-IT related supplies and equipment) with an understanding of purchase order processing such as assurance of proper sign-off procedures.
- Coordinate and collaborate with the IT department on classroom technical specifications.
- Document and provide training and support to staff on the purchasing processes and procedures.
- Support and manage continuous improvement projects.
- Confirm that proposed pricing is accurate against pre-approved pricing. Work with vendors to resolve any discrepancies.
- Ensure that requested goods or services are received and tracked through the coding, approval, and payment process as relates to purchase orders.
- Provide additional support to other accounting staff as needed.
- Other duties as assigned.

QUALIFICATIONS:

- Experience and proficiency in Quickbooks and Microsoft Excel.
- Knowledge of Google Suite preferable.
- General accounting knowledge.
- Experience generating reports to assist in procurement strategies.
- Accuracy and consistency in procurement process.

- Organizational skills with the ability to multitask, prioritize assignments, and meet tight deadlines.
- Ability to make independent decisions and take calculated risks.
- Negotiation and positive conflict resolution, necessary in supporting a diverse population both within and outside of the organization.
- Ability to collaborate in teams.
- Must be detail-oriented and able to make sound decisions.
- Must have a current, unrestricted driver's license.
- Must have the ability to travel overnight occasionally.

SUPERVISORY RESPONSIBILITIES:

- None.

EDUCATION AND EXPERIENCE:

- High school diploma or equivalent required
- Previous experience with purchasing and inventory, accounts payable, or other relevant experience.
- Postsecondary accreditation or equivalent (2 year degree or diploma / 4 year degree, specific certifications or accreditations in field) (preferred)
- Prior experience with IT related procurement is a plus.

LANGUAGE SKILLS:

- English language: including punctuation, spelling, grammar, and writing technique.
- Excellent written and verbal communication skills.

REASONING ABILITY:

- Ability to problem solve using deductive reasoning skills in a timely manner.

MATHEMATICAL SKILLS:

- Basic skills including but not limited to addition, multiplication and division of whole numbers, decimals and fractions.

PHYSICAL DEMANDS*:

- Ability to periodically lift 35 pounds.
- Ability to drive a car.
- May frequently be required to stand, walk, use hands, reach, stoop, kneel or bend, talk, or hear.

**Requests for accommodations need to be directed to Human Resources.*

WORK ENVIRONMENT:

- Quiet to moderate noise level.
- Fast paced and positive.

Signature

Print Name

Date