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# Example of Purchasing Coordinator Job Description

Our company is growing rapidly and is looking for a purchasing coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for purchasing coordinator

* Manage communication with US and Global suppliers related to acceptance of ingredient and packaging specifications, destroying obsolete print plates, completing tasks to support qualifications, ongoing performance related to nonconforming materials and special projects
* Complete analysis on inventory balances and depletion for obsolete materials
* Coordinate and administer globally the training for purchasing personnel in all systems roles and responsibilities
* Processes tooling withdrawals and receipts
* Manage packaging, chemicals and spare parts inventories, including periodic confirmation of inventory location and count annual full physical inventory counts
* Responsible for month end inventory count and reporting to Purchasing Manager determining forecast for suppliers
* Monitor completion/delivery for purchase orders
* Employee's conduct conforms to the Mission, Vision, Values, and Code of Conduct of the company
* Respects the rights, privacy and property of others, and maintains strict confidentiality
* Maintains required certification/license in a timely fashion

## Qualifications for purchasing coordinator

* Two to six years of experience in a combination of Materials Management, Finance, Customer Service and/or Plant Operations, or a Bachelor’s Degree, is required
* Strong Microsoft Office skills (Outlook, Excel, MS, PowerPoint)
* Knowledge of HR related practices, such as performance evaluation, recruitment
* Good knowledge of ERP systems ( SAP and/ or Oracle)
* Familiarity and basic understanding of Internet
* High School diploma or equivalent and 3 or more years of experience in purchasing or equivalent administrative/support functions