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# Example of Purchasing Coordinator Job Description

Our innovative and growing company is hiring for a purchasing coordinator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for purchasing coordinator

* Assist in reviewing and analyzing purchasing data for month end reports (Cost/Square Foot, COP)
* Processes and controls purchase orders and requisitions to reduce waste or inefficiency in time of acquisition
* Processes and expedites orders required for plant maintenance and operations
* Manage the ordering of “special” garments as required by TwinHill customers
* Create purchase requisitions and purchase orders in Oracle for the Marketing Org, follow up with requestors to ensure all needed paperwork is in place for approval
* Work cross functionally with stakeholders for the Artist in Residence Program both domestically and internationally
* Place orders with suppliers to support production needs
* Purchase order follow up to ensure on time delivery
* Reconcile PO payment issues with Receiving and Accounts Payable team
* Verifies and inputs vendor data into system

## Qualifications for purchasing coordinator

* Experience with large projects a plus
* Experience with Build-Pro, Salesforce, and JD Edwards software a plus
* Experience with large project bidding and bid events a plus
* Must be proficient with Excel, Work, PowerPoint, and Outlook
* Ability to conduct all activities with the highest degree of integrity
* Must be able to work long hours as needed