

Guayaki Sustainable Rainforest Products, Inc.
JOB DESCRIPTION

JOB TITLE: Purchasing Coordinator
DEPARTMENT: Operations
REPORTS TO: Operations Manager

APPROVED BY:
APPROVED DATE:
CLASSIFICATION: Non-Exempt

SUMMARY: Responsible for the ordering of accessories, non-stock items, packaging supplies, and/or equipment, and the follow-through with vendors on shipment and delivery.

DUTIES AND RESPONSIBILITIES:

The following reflects management's definition of essential functions for this job but does not restrict the tasks that may be assigned. Management may assign or reassign duties and responsibilities to this job at any time due to reasonable accommodation or other reasons.

- Reviews inventory records to determine if inventory on hand is sufficient to meet orders.
- Creates purchase orders for submission to vendors.
- Tracks purchase orders and follows up with suppliers to ensure materials are shipped and delivered on-time.
- Verifies receipts/bills for submission to receiving department.
- Maintains Purchasing files.
- Works closely with the Accounting and Operations teams.
- Prepares periodic reports related to purchasing, production and inventory.
- Maintains awareness of physical inventory movement, including shipping and receiving schedules.
- Assists Purchasing Agents with tracking of purchases and collection of shipment verifications.
- Assists Purchasing and Project Managers with new product launches.
- Assists Inventory Accountant in investigation of inventory variances.
- Communicates incoming shipments with warehouse staff.
- Performs required administrative tasks; prepares all required reports and correspondence.
- Performs other duties as assigned by manager.

QUALIFICATIONS:

- Two-year degree and/or three to five years related experience or equivalent.
- Ideal background: Previous experience in manufacturing and/or beverage industry.
- Intermediate to advanced skills in using spreadsheets and word processing software (MicroSoft Office suite). Experience with NetSuite accounting software a plus.
- Commitment to excellence and high standards
- Self starter
- Excellent written and oral communication skills
- Strong organizational, problem-solving, and analytical skills
- Ability to manage priorities and workflow; proven ability to handle multiple projects and meet deadlines

- Ability to work as a team member in a time sensitive environment
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm
- Acute attention to detail
- Strong interpersonal skills.
- Ability to understand and follow written and verbal instructions.
- Must be able to speak, read, write, and understand the primary language(s) used in the workplace.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is frequently required to do the following:

- May sit or stand to complete work at a computer for many hours during the day.
- Heavy use of the computer.
- Utilize visual acuity to operate equipment, read technical information, and/or use a keyboard.
- Accurately complete detailed forms and reports.
- Calculate figures and amounts.