



POSITION DESCRIPTION

Job Title	Purchasing Coordinator	Reports To	Director of Purchasing
Department	Purchasing	Location	Gurnee, IL USA

GENERAL SUMMARY

The Purchasing Coordinator, under supervision of the Director of Purchasing, is primarily responsible for the MRO buying and maintenance of data accuracy and integrity of purchase orders entered in the EPICOR database. The position will require interaction with various groups and working collaboratively with various departments, such as manufacturing, engineering, sourcing, quality, fulfillment, and accounts payable.

KEY RESPONSIBILITIES *(Include but not limited to)*

- Run and distribute reports as requested by Production Buyers
- Facilitate and manage all MRO purchases
- Maintain cost tracking set ups in EPICOR database
- Maintain Purchase Order data integrity in EPICOR
- Follow up with suppliers to ensure quality and delivery standards are met.
- Work closely with suppliers, co-workers, and quality personnel to ensure timely response of services
- Resolve all accounts payable and receiving issues in a timely manner as related to MRO purchasing
- Adhere to all Ohio Medical Purchasing policies
- Complete projects as assigned by Manager

REQUIREMENTS FOR THIS POSITION

I. Professional Experience

- 1 – 2 years' experience in purchasing / sourcing preferred

II. Education

- High School diploma required
- Some college courses preferred

III. Language

- English

IV. Travel (estimated % of time)

- None



PERSONAL TRAIT PROFILE

- Excellent communication skills, both oral and written, and the ability to communicate with all levels of the organization
- Excellent interpersonal and organizational skills, with a strong attention to detail
- A tactical focus to accomplishing objectives
- Able to manage time effectively, prioritizing tasks and setting clear targets
- Proven ability to work well under pressure and stressful situations
- Strong analytical and problem-solving skills
- Excellent computer skills with strong working knowledge of MS Office applications and ERP systems – Epicor preferred
- Excel abilities (ex: pivot tables, VLOOKUP, formulas) a PLUS
- Able to engage effectively in a team environment
- Able to function at a high level independently

KEY RELATIONSHIPS

I. Internal

- Reports directly to Director of Purchasing
- Direct Reports include:
 - None
- Production to assess needs
- Finance to work with payments

II. External

- Suppliers, Vendors

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This job description in no way states or implies that these are the only duties to be performed by this employee. The incumbent is expected to perform other duties necessary for the effective operation of the department or unit. This job description may be changed at any time.