


<b>Job Description</b>		
<b>Position Title</b>	Purchasing and Logistics Coordinator	
<b>Reports To</b>	Purchasing and Logistics Manager	
<b>Date</b>	9/6/2024	

**Position Purpose**

We are seeking a dynamic Purchasing and Logistics Coordinator to join our team and play a pivotal role in the purchasing and logistics department of our growing business. Reporting directly to the Purchasing and Logistics Manager, the Purchasing and Logistics Coordinator is responsible for managing the Purchasing and Logistics functions of our Single-Family Appliance and Wire Shelving business to procure goods and services and schedule the delivery of customer orders to meet customer demands.

**Essential Duties and Responsibilities**

This role is a key interface with Customers, Project Managers, and Accounting in support of the Purchase Order and Sales Order Scheduling processes. The coordinator serves as a communication conduit from our customers to other functional areas of the company.

- Function within the guidelines of DDI’s purchasing, ordering and scheduling management processes.
- Adhere to order fulfillment processes and procedures to ensure customer shipments are made accurately, complete, and on-time
- Communicate directly with customers on order status, delivery request dates, etc.
- Enter and confirm vendor Purchase Orders in the accounting system. Communicate with vendors regarding delivery dates and order requirements.
- Manage inventory levels to meet operational needs while minimizing excess and obsolete inventory. Execute established inventory control measures to optimize stock levels and reduce carrying costs.
- Collaborate with Project Managers and vendors to process product warranty claims and orders.
- Proactively identify and present ideas to improve team performance and customer satisfaction
- Be accountable and follow through on all projects assigned by management
- Other duties as requested and assigned

## **Required Skills and Responsibilities**

### **Education**

- High School Diploma or GED

### **Experience/Knowledge/Skills/Abilities**

- 2-3 years of Customer Service and/or Purchasing experience in a Business-to-Business setting is preferred.
- Experience working with Accounting and/or ERP information systems.
- Experience supporting and communicating directly with customers. Ability to handle delicate customer situations with a high degree of professionalism.
- Strong computer skills including Microsoft Office applications.
- Ability to work independently on multiple activities, showing appropriate level of prioritization and escalation skills and consistently meeting deadlines.
- Ability to communicate (written and verbal) clearly and concisely with both external and internal customers consistently maintaining a positive image.
- Construction or Product Distribution industry experience preferred, but not required.
- Strong organizational, interpersonal skills, attention to detail, self-starter, and ability to work with various functions and levels.
- Flexibility and appreciation of a fast-moving environment.

### **Physical and Mental Demands**

While performing the duties of this job, the employee is frequently required to sit, talk and/or hear, and/or use hands to handle or touch objects, tools and controls. The employee is frequently required to stand and or walk. The employee must occasionally lift and/or move up to 10 pounds while moving files or small packages. Specific vision abilities required by this job include close vision and the ability to adjust focus. Cognitive thinking, effective communication skills, ability to multitask. The mental and physical requirements described here are representative of those that must be met by an individual to successfully perform the essential functions of this position.

### **Working Environment**

Work is performed in an office environment. The noise level in the work environment is usually moderate. The work environment characteristics described here are representative of those an individual encounters while performing the essential functions of this position.