


<b>Job Description</b>		 DIVERSIFIED DISTRIBUTORS, LLC.
<b>Position Title</b>	Purchasing and Logistics Coordinator	
<b>Reports To</b>	Purchasing and Logistics Manager	
<b>Date</b>	2/17/2025	

**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 Multi-Family Appliance Project business to procure goods and services and schedule the delivery of customer orders to meet customer demands. This role ensures efficient procurement and timely delivery, directly impacting customer satisfaction and operational efficiency.

**Essential Duties and Responsibilities**

**Customer Interaction**

- Serve as a key interface with Customers, Project Managers, and Accounting in support of the Purchase Order and Sales Order Scheduling processes.
- Communicate directly with customers on order status, delivery request dates, etc.

**Order Management**

- Adhere to order fulfillment processes and procedures to ensure customer shipments are made accurately, complete, and on-time, achieving a 98% on-time delivery rate.
- Enter and confirm vendor Purchase Orders in the inventory management system.
- Communicate with vendors regarding delivery dates and order requirements.

**Inventory Control**

- 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.

**Continuous Improvement**

- 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**

- College Degree Preferred

**Experience/Knowledge/Skills/Abilities**

- 2-3 years of Customer Service, Purchasing, and/or Project Management experience in a Business-to-Business setting is preferred.
- Experience working with accounting and/or ERP information systems (e.g., Microsoft Business Central).
- 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**

- Frequently required to sit, talk, hear, and use hands. Occasionally lift up to 10 pounds. Specific vision abilities required include close vision and the ability to adjust focus. Cognitive thinking, effective communication skills, and the ability to multitask are essential.

**Working Environment**

- Work is performed in a dynamic office environment with moderate noise levels.