

Location for this position:

Johnson Plastics Plus
8130 W. Reno
Oklahoma City, OK 73137
www.johnsonplastics.com

Title: Purchasing Coordinator

Reports To: Distribution Purchasing and Supply Chain Manager

Primary Purpose: Collaborates with internal sales and inventory teams to effectively procure product inventory by supporting the process from start to finish. Works closely with domestic and international vendors assigned to them to obtain relevant information relating to products, pricing, order quantities, and delivery schedules.

Expected Attributes:

- Positive attitude with a high level of accountability, personal drive, ambition, integrity
- Competent in communicating directly and effectively throughout the organization with effective verbal and written communication skills
- Strong research, analytical, troubleshooting, negotiating and problem solving skills with the ability to work both independently and within a team.
- High level of multi-tasking skills, with a strong attention to details, organization and follow-up communications.
- Passion for continuous improvement in all aspects of the position and a personal drive toward positive results
- Demonstrated strong oral and written communication skills
- Team-oriented customer service spirit with a passion to learn in a fast-paced, goal/deadline-driven atmosphere

Qualifications:

- High School Diploma/GED equivalent required. Associate's degree preferred.
- At least one year of purchasing-related experience, working knowledge of general purchasing principles, practices and procedures.
- Experience with integrated ERP systems.
- Efficient with Microsoft Office software (Word, Excel, PowerPoint). Microsoft Office; primarily MS Excel

Primary Duties & Responsibilities:

- Assist in executing all activities involved in the procurement of products from vendors. Communicate with vendors regarding open, past-due or confirmed purchase orders.
- Collaborate with the internal sales and inventory teams to effectively procure product inventory by supporting the process from start to finish.
- Research alternate sources for products, as requested. Compile relevant information for comparison to present to management.

- Review and analyze inventory levels of resale items to ensure proper inventory levels. Place orders for products as needed.
- Maintain vendor database with current contact information and other relevant data.
- Add new vendors in ERP system and ensure that all necessary information is entered. Research missing information, as needed.
- Work with the domestic and international vendors assigned to you to obtain product and service information, such as price, availability, specifications and delivery schedule
- Place purchase orders for inventory items within set guidelines and parameters. Place purchase orders for new products as directed by management. Track Order Status and communicate to appropriate staff. Expedite shipment of orders when required.
- Maintain purchase order files.
- Review purchase orders against delivery. Investigate pricing or receipt discrepancies and monitor delivery dates to ensure on-time delivery. Report issues to management quickly.
- Request product samples when appropriate. Distribute samples internally for review and feedback.
- Complete all other projects and tasks assigned by supervisor.

At Rowmark and Johnson Plastics Plus, we are passionate about making our customers look great!

Johnson Plastics Plus is the leading supplier/distributor to the engraving and sign-making industry. As part of the Rowmark family of companies, JPP strives to provide world class products and service to our customers every day with eleven distributions points throughout the United States.

Johnson Plastics Plus is an Equal Opportunity Employer that values our employees and offers a competitive pay and benefits package, an encouraging, supportive environment with training, professional development, recognition programs and career growth opportunities. Our benefits include profit-sharing, medical, dental, vision, 401(k), life insurance, flexible spending account options, short-term and long-term disability, vacation and paid company holidays.
