



Taste True Tea
427 E Stewart Street, Milwaukee, WI 53207
www.rishi-tea.com

Job Description and Duties of Purchasing Coordinator

Department: Support

Status: Non-exempt

Reports to: Purchasing Manager

Schedule: Monday through Friday, 9 am to 6 pm (minimum 40 hours/week)

Job Description: The Purchasing Coordinator works within the Support Department and is responsible for the integrity of our purchasing & inventory system and company wide communications regarding changes to the system. The Purchasing Coordinator works closely with the Purchasing Manager, Buyers, Purchasing Compliance Coordinator & Warehouse personnel.

Physical requirements:

- Stand, walk, bend, stoop, sit at a desk;
- Lift up to 40lbs;
- Ability to type and operate standard office equipment on a daily basis.

Skills/Qualifications:

- Bachelor's degree and /or sufficient related work experience;
- Strong knowledge and understanding of purchasing procedures;
- Basic knowledge of business principles and processes and office protocol;
- Microsoft Operating System and Office Applications, including strong Excel skills;
- Ability to work independently and as part of a team;
- Self-motivated and pro-active;
- Highly effective and persuasive communication skills;
- Vendor relations management;
- Filing and document management;
- Proficient and accurate ten-key and keyboard data entry;
- Process improvement and documentation;
- Attention to detail;
- Time-management, prioritization and organizational skills;
- Observant, analytical, inquisitive and attentive.

Goals of position:

- Contribute to the integrity of company purchases through verification and maintenance of all required purchasing documents; {contracts, vendor set up, etc.}
- Ensure that purchased materials are utilized properly through effective communication regarding inventory items; {product kanbans}
- Maintain the database such that all users are informed of item status and reporting tools are able to be used at maximum utility; {inventory trace, adjustments, ongoing maintenance}
- Expand bandwidth of Purchasing Team through added vendor vetting and obtaining samples as directed;



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- Facilitate Brokerage Sales through efficient customer communication and sales order entry.

Duties:

- Review documents submitted by buyers for prospective vendors to ensure compliance with all requirements;
- Organize documents submitted by vendors at time of Purchase Order submission or delivery of goods;
- Resolve receiving error issues in database;
- Maintain ingredient costing file and pricelists;
- Provide non-inventory purchasing support including following established guidelines and procedures for non-inventory purchases and maintain preferred vendor list;
- Perform item master maintenance transaction in all appropriate databases and systems;
- Update Purchase Orders with current delivery information;
- Coordinate Product Change Notification Process;
- Oversee Receiving Standard Operating Procedure's by ensuring they are current to meet compliance requirements and verify they are being followed;
- Develop relationships with suppliers to resolve delivery and quality concerns and obtain documents;
- Assist Purchasing Manager with projects as needed.