



## TEXAS LEHIGH CEMENT COMPANY

Buda, TX

### JOB DESCRIPTION

**Job Title:** Purchasing Coordinator

**Department:** Purchasing

**Job Type:** Full time, Salaried Exempt

**Reports to:** Purchasing Manager

#### **General Descriptions of the Position:**

Purchase goods, materials, and services to ensure that the company operational needs are met, and to ensure continuity of supply, taking into consideration price, quality, and delivery.

#### **Qualifications:**

- Supply Chain or Business, Bachelor's Degree preferred
- A minimum of 2 - 4 years of purchasing or buying experience in a manufacturing environment, preferably in MRO.

#### **Responsibilities include:**

- Review field requisitions and convert them to purchase orders with commitment dates.
- Timely review of order confirmations from vendors.
- Process receivers against purchase orders.
- Ensure all purchase orders are approved according to company policy.
- Maintain insurance documentation from vendors.
- Coordinate rental equipment needs plant wide.
- Assist with month-end reports (i.e. receipts for rentals and services).
- Assist with the cycle count process, and make necessary warehouse inventory adjustments as needed.
- Collaborate to maintain inventory for materials and supplies at efficient levels.
- Assess quality of stock received and escalate any discrepancies to suppliers and management.
- Monitors inventories of purchased raw materials.
- Coordinate with internal customers and suppliers to resolve issues related to purchased materials, including product/material/service quality, invoices and returns.
- Obtain and analyze quotes from suppliers based on the lead time, quality and price characteristics.
- Follow up on high importance purchase orders, back orders and past due orders and communicate the status of orders to end users with expected delivery dates.
- Review opportunities with new suppliers, and ensure adherence to the vendor onboarding and compliance process.
- Build relationships with suppliers and negotiate with them for the best pricing.
- Obtain return authorizations for parts as required.
- Assist Accounts Payable with invoice discrepancies.

- Arrange transport of goods and track orders to ensure timely delivery.
- Prepare bills of lading and packing lists for outbound shipments.
- Conduct negotiation of category items assigned
- Be familiar with and ensure company policies and procedures are being strictly followed.
- Follow plant and MSHA safety policies, including the proper use of personal protective equipment.
- Follow company policies and ensure compliance at the local level.
- Other job-related duties and administrative functions may be included.

**Required skills and qualifications:**

- Ability to work in a collaborative, team-oriented environment
- Demonstrate the ability to meet deadlines, multi-task, and provide exceptional customer service
- Strong organization and time management skills.
- Proficient with MS Office and working knowledge of ERP systems
- Strong analytical, communication, decision-making and interpersonal skills.
- Good math aptitude and detail orientation.
- Critical thinking and negotiation skills.

**This list is not intended to be a complete list of duties and responsibilities. It is to be used as a guide to understand the expectations of the Purchasing Coordinator. Duties, responsibilities, and tasks will be directed by the Purchasing Manager as necessary to ensure the support to all plant departments and terminals with parts and equipment reliable and control the associated costs.**