

## M G. NEWELL CORPORATION

### JOB DESCRIPTION

JOB TITLE: Purchasing Coordinator

DEPT: Purchasing

Reports to: Director of Operations

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#### PRIMARY PURPOSE:

The primary purpose of this job is to perform administrative purchasing functions for the company.

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#### Responsibilities and Duties

- Process drop ship & special purchase orders, confirm receipt of emergency orders
- Process repair orders: enter sales order, purchase order and prepare for shipping
- Advise customers of pricing on repair orders
- SPX pump credit process
- Process customer returns, which may include processing a vendor return
- Match acknowledgements with purchase orders, check items and pricing for accuracy. Enter shipping information in purchase order or in sales order, if necessary
- Maintain order acknowledgement file
- Pull and copy MTRs and/or COCs to ship with orders
- Check to assure we are receiving acknowledgements, mainly from SPX, weekly
- Maintain consignment orders for all sites
- Process Consignment invoices
- Maintain and enter blanket orders
- Perform daily quality audits
- Generate and Perform daily cycle counts
- Back up Operations Lead & perform other duties as required
- Assist with switchboard back-up

#### Qualifications and Skills

- Three to five years of Purchasing experience.
- Basic understanding of Supply Chain and Warehouse processes.
- Two-year Associates degree required; Four year college degree preferred.
- Working knowledge of Microsoft Word and Excel required.
- Microsoft NAV experience preferred.

#### Benefits

Founded in 1885, MG Newell Corporation has a long-standing reputation in the marketplace for providing sanitary processing solutions from start to finish. This position has a base salary and excellent benefits package. Benefits include medical, dental, vision, 401K and more. We are an Equal Opportunity Employer.