



## Job Description

**Job Title:** Material Purchasing Coordinator  
**Department:** Production Planning and Control  
**Reports To:** Supervisor  
**FLSA Status:** Non-Exempt

**SUMMARY:** Under limited supervision, manage raw material and initiate production processes.

**ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE:**  
(Other duties may be assigned.)

- Review and set up purchase orders.
- Quote, purchase, receive, and allocate raw material for jobs.
- Create and release work travelers.
- Receive, verify, and file appropriate material certificates.
- Maintain digital records.
- Expedite jobs as necessary.
- Other duties as required and assigned by supervisor or company management.



**SUPERVISORY RESPONSIBILITIES:** None

**QUALIFICATIONS:** An individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** High school diploma or general education degree (GED). Excel knowledge. Prior experience in purchasing and/or knowledge of machining trade a plus.

**SKILLS and ABILITIES:** Knowledge of Excel. Must have good organizational skills. Prior understanding of Visual Estitrack a plus.

**LANGUAGE SKILLS:** Ability to read and interpret documents, write routine reports and correspondence, and to speak effectively to vendors or employees of this organization.

**MATHEMATICAL SKILLS:** Ability to calculate figures and amounts, add, subtract, multiply, and divide whole number and fractions.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to solve supply problems.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

See Attached.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



Physical Activity	Seldom	Occasional	Frequent
Stand	X		
Walk		X	
Sit			X
Uses hand to finger, handle	X		
Feel	X		
Reach with arms/hands	X		
Climb or Balance	X		
Stoop, kneel, crawl or crouch	X		
Talk or hear		X	
Lifting:	Seldom	Occasional	Frequent
Up to 10 lbs		X	
Up to 25 lbs		X	
Up to 50 lbs	X		
Up to 100 lbs	X		
More than 100 lbs	X		
Working Environment:	Seldom	Occasional	Frequent
Wet or humid conditions (non-weather)	X		
Work near moving machine parts		X	
Work in high, precarious places	X		
Fumes or airborne particles		X	
Toxic or caustic chemicals	X		
Outdoor weather conditions	X		
Extreme heat (non-weather)	X		
Risk of electrical shock	X		
Vibration	X		
Noise Level	Seldom	Occasional	Frequent
Very Quiet			X
Quiet			X
Moderate		X	
Loud		X	
Very Loud	X		
Vision	Seldom	Occasional	Frequent
Close vision			X
Distance vision	X		
Color vision	X		
Peripheral vision	X		
Depth vision	X		
Ability to adjust focus	X		
Other Conditions			