



**Job title:** Purchasing Coordinator  
**Department:** Operations/Purchasing  
**Reports To:** Operations Manager  
**FLSA Status:** Non Exempt

For over 40 years, Masterbuilt has built innovative and simple-to-use cooking products with the consumer in mind. It all started in Dawson McLemore's backyard in 1973 with our first propane fish cooker. Today, Masterbuilt is well-known for the quality of our electric smokers, fryers, grills and automotive accessories. From the Butterball Indoor Electric Turkey Fryer to our Masterbuilt Electric Smokehouses to our Hitch-Haul brand of cargo carriers, Masterbuilt strives to build products that help you "Share the Goodness" with your family and friends.

### **Summary**

This is a multi-functional procurement position to initiate purchase orders and, upon approval, place orders with suppliers to ensure delivery schedule requirements are achieved. This position requires a certain degree of latitude, independent judgment and discretion to ensure timely receipt of product by the customer.

### **Essential Duties and Responsibilities**

Typical responsibilities may include but not limited to:

Perform basic procurement functions to initiate purchase orders and, upon approval, place orders with suppliers to ensure delivery schedule requirements are achieved.

Maintain all Purchasing Department purchase order files and provide vendor documents as required to Accounting.

Coordinate with suppliers to verify on-time delivery of product.

Maintain and update reports to communicate requirements and status to internal customers and suppliers.

Primary point of contact for international suppliers to ensure there is no breakdown in communications concerning open orders and relevant shipping schedules.

Partner with Sales Department staff (Sales Administrator, Sales Assistants and Retail Support) and Accounting staff to ensure receipt of appropriate information that effects shipments of products to the customers.

Coordinate with Warranty Supervisor on an ongoing basis to determine warranty and replacement part needs. Follow through with Expedito to ensure receipt as required.

Maintain open communication with the Masterbuilt China office to ensure all schedules are updated and achieved consistently.

Proactively maintain functional cross-training in order to back-up co-workers.

Use problem solving skills involving variables in standardized and non-routine situations. Effectively communicate recommendations to management for consideration.

Perform other duties as required.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty and responsibilities listed above 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/Experience**

Associates degree and two years of experience in logistics, materials management, procurement, or appropriate combination of education and experience.

Strong computer skills with proficiency in Microsoft Suite (Word, Excel, PowerPoint, Access and Outlook) as well as a working knowledge of ERP applications (e.g. Epicor Materials Management or SAP).

### **Skills and Competencies**

- Proficient with Microsoft Office applications (Excel, Word, and Outlook).
- Excellent verbal and written English language skills required. Read, interpret and analyze correspondence, memos, and reports.
- Ability to effectively present information in one-on-one and in small groups.
- Discretion in handling sensitive and confidential documents and situations.
- Ability to deal with problems involving a few concrete variables in standardized situations.
- Excellent organization skills.
- Ability to lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.
- Dedicated to company and personal core values.
- Practice safety and adhere to all company safety policies.

Masterbuilt Manufacturing is An Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected veteran status.

Qualified candidates should apply for the position by sending his/her resume to [HR@masterbuilt.com](mailto:HR@masterbuilt.com).