

Purchasing Coordinator

Phoenix Window & Door, LLC
Phoenix, AZ 85040

Purchasing Coordinator Job Description:

We are looking for a purchasing coordinator who will be responsible for pulling builder orders, processing and creating those orders for products to meet builders' needs. This person will work closely with the sales team, warehouse staff and customer service department to achieve and provide excellent customer satisfaction. Must be able to work well in a team environment. Assigned tasks may vary based on business necessity.

Qualifications:

The qualifications, physical demands, and work environment characteristics listed below represent the knowledge, skill, and/or ability required to perform the job successfully

- Ability to work in the office daily. This is not a remote position
- Technically proficient in Office, Excel, Outlook & Word (able to key at a minimum of 40 wpm)
- Self-motivated with the ability to work independently
- Ability to follow processes, procedures and follow-up work
- Organizational skill with the ability to prioritize tasks effectively
- Analytical and problem-solving skills
- Maintain positive relationships with clients and co-workers

Responsibilities and Duties:

- Utilize job specific templates for purchasing for all builders
- Set-up Master Start tickets
- Process Starts for all builders
- Assist Sales Team in pricing projects
- Create window tickets utilizing specific templates
- Maintain purchasing logs to include order information for other departments
- Effectively and efficiently perform all clerical and administrative support duties