***REPORTING RELATIONSHIP & FUNCTIONAL ROLE***

This person reports to the Purchasing and Inventory Manager. This person is responsible for monitoring, confirming, and expediting all Purchase Orders. Works closely with other departments and Suppliers to improve deliveries as needed for internal and external customers.

***REQUIREMENTS & CONDITIONS***

* ***Education:*** High School Diploma or equivalent.
* ***Experience:*** 5 years business experience.
* ***Skills, Knowledge, Abilities:*** Computer knowledge with average to advanced skills using Microsoft Office Products and ERP software such as Epicor, SAP, Oracle, etc.
* ***Character Traits:***
	+ Team oriented and spirited
	+ Dependable
	+ Integrity
	+ Highly assertive
	+ Possesses excellent verbal and written communication skills
	+ An accurate attention to detail
	+ Ability to work well with others in stressful situations
* ***Physical Requirements:*** Standing, sitting, climbing, walking, crouching, stooping, twisting, and bending.
* ***Working Conditions/Environment:*** Office conditions and shop conditions (no central heat or air condition); some outdoor work required.

***RESPONSIBILITIES AND JOB DUTIES***

***Responsibilities:***

* Document Supplier confirmations and review for errors or problems
* Track, verify, and document trade purchase orders
* Track, verify, and document non-trade purchase orders upon request
* Order delivery information
* Notification and follow-up of problem orders

***Administrative/General:***

* Assist in the development, review, and maintenance of processes, procedures, and guidelines.
* Participate in year-end physical inventory count
* Subject to other duties and/or projects as assigned by CFI Management

Reviewed and Accepted by:

Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_