



Purchasing & Supply Chain Coordinator

Job Description

Department: Purchasing	Reports To: Purchasing Manager
Classification: Full-Time	Direct Reports: None
Works Closely With: Purchasing Manager, VP of Operations, Sales, Customer Service, Warehouse Operations, and Key Suppliers	Role Type: Purchasing / Supply Chain Support

Position Summary

The Purchasing & Supply Chain Coordinator serves as a key support role within KAMO's Purchasing Department. Working directly with the Purchasing Manager, this position supports purchasing administration, supplier communication, product maintenance, pricing administration, purchase order management, and purchasing-related reporting.

This role helps ensure accurate purchasing information, strong supplier relationships, efficient procurement processes, and effective support of KAMO's inventory, sales, customer service, and operational goals.

The ideal candidate is organized, detail-oriented, proactive, and capable of managing multiple priorities while working collaboratively across departments and with key suppliers.

Essential Responsibilities

Purchasing Administration

- Create, review, and maintain purchase orders.
- Verify vendor confirmations, pricing, quantities, and delivery dates.
- Maintain purchasing documentation and records within DDI.
- Support special-order and drop-ship purchasing activities.
- Assist with purchasing projects and departmental initiatives.

Vendor & Supplier Support

- Communicate with suppliers regarding product availability, pricing, lead times, quotations, and order status.
- Request and track vendor quotations.
- Follow up on supplier inquiries and order confirmations.
- Coordinate vendor returns, shortages, damages, and credits.
- Build and maintain productive supplier relationships.

Product & Pricing Management

- Build and maintain product records within DDI.
- Update product descriptions, vendor information, costs, and pricing.
- Assist with discontinued products, substitutions, and alternative sourcing solutions.
- Maintain item master accuracy and purchasing data integrity.

Sales & Customer Service Support

- Assist Sales and Customer Service with product research and sourcing requests.
- Research substitute products and alternative suppliers.
- Support resolution of product-related issues requiring vendor involvement.

Reporting & Process Improvement

- Assist with purchasing reports, supplier performance tracking, and lead-time analysis.
- Support purchasing process improvements and operational efficiency initiatives.
- Maintain accurate purchasing metrics and records.

Position Qualifications

Required

- High School Diploma or equivalent.
- Minimum two years of experience in purchasing, procurement, customer service, logistics, distribution, inventory control, business administration, or related fields.
- Strong organizational, communication, and computer skills.
- High attention to detail and ability to manage multiple priorities.

Preferred

- Associate's or Bachelor's degree in Supply Chain Management, Business Administration, Logistics, Operations, or a related field.
- Experience with ERP systems and purchasing software.
- Experience in distribution, wholesale, manufacturing, or supply chain environments.

Professional Competencies

Purchasing & Procurement • Vendor Relationship Management • Product & Pricing Administration • Communication & Follow-Up • Organization & Time Management • Problem Solving & Analytical Thinking • Microsoft Office & ERP Systems • Continuous Improvement

Key Characteristics

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| • Dependable and self-motivated | • Detail-oriented and accurate |
| • Strong sense of urgency | • Professional and customer-focused |
| • Team-oriented and collaborative | • Strong follow-through and accountability |
| • Positive attitude and willingness to learn | |

KAMO Core Values

Knowledgeable • Flexible • Integrity • Dependable • Dedicated

Acknowledgement

This document is intended to provide general job expectations and responsibilities for the Purchasing & Supply Chain Coordinator position. Additional responsibilities may be assigned as operational needs evolve.

Employee Name: _____

Date: _____

Employee Signature: _____

Supervisor Signature: _____