

POSITION DATA					
<b>JOB TITLE:</b>	Purchasing/Parts Room Coordinator	<b>JOB CODE:</b>		<b>SALARY GRADE:</b>	\$23-\$29
<b>DEPARTMENT:</b>	Maintenance	<b>REPORTS TO:</b>	Parts room lead coordinator	<b>FLSA STATUS:</b>	Non-Exempt
<b>LOCATION:</b>	Brockport	<b>SUPERVISES:</b>		<b>ORIGIN DATE:</b>	January 1, 2019
				<b>REVISION DATE:</b>	1/21/2025
JOB SUMMARY					
<p>Provides support to all facility departments, with a focus on the management of receiving of maintenance and other facility materials throughout our EAM system. Maintains the facility stock room in a neat and accurate manner, assists in the processing of facility purchasing requests, receives deliveries into the facility and coordinates the flow of the maintenance department mail throughout the facility. Maintains and manages the maintenance, sanitation, and production parts and supply room inventory through the EAM &amp; Coupa systems. Provide assistance to other plants that are on the EAM system with processing issues.</p> <p><i>Nortera Foods USA Inc. is dedicated to ensuring the safety of its employees, food products and meeting the requirements of the SQF 2000 code. As such employees must understand how their job description involves food safety and quality and meeting the applicable sections of the code.</i></p>					
ESSENTIAL FUNCTIONS					
<ul style="list-style-type: none"> <li>▪ Enters parts information into the EAM database.</li> <li>▪ Management of the EAM inventory system, reviewing movements and obsolete parts management</li> <li>▪ Assist other plants on the EAM system with guidance and processing issues.</li> <li>▪ Author's facility purchase orders.</li> <li>▪ Continued follow-up on all open orders</li> <li>▪ Works with Coupa Software for purchasing in conjunction with EAM</li> <li>▪ Orders parts and supplies from purchase requests for maintenance, production, and shipping.</li> <li>▪ Review and optimize inventory levels for both maintenance and production supplies.</li> <li>▪ Research purchased requests to insure lowest costs possible.</li> <li>▪ Manages the receipt of purchased materials in accordance with facility procedures.</li> <li>▪ Coordinates the return of purchased goods as necessary.</li> <li>▪ Manages and places receivables in the stock room in accordance with facility practices.</li> <li>▪ Attends training seminars as requested by supervision.</li> <li>▪ Prepares management summaries on stock room inventories as requested.</li> <li>▪ Manages and assigns and labels all hazard communication data on all materials utilized in the facility.</li> <li>▪ Always works in a safe manner, utilizing all guards, safety equipment and warning tags.</li> <li>▪ Coordinates outside vendor activity as it relates to this facility's operations.</li> <li>▪ Adhere to all company Good Manufacturing Practices (GMP's)</li> <li>▪ Demonstrate a personal commitment to safety</li> <li>▪ <b>Report any food safety, health &amp; safety, quality concerns to your immediate supervisor, (MANDATORY)</b></li> </ul>					
QUALIFICATIONS					
<b>KNOWLEDGE, SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>▪ Must work effectively and efficiently with minimal supervision.</li> <li>▪ Possesses a demonstrated ability to communicate orally and in written form.</li> <li>▪ Possesses excellent organizational skills.</li> <li>▪ Possess the ability to read the daily work schedules and complete all necessary documentation associated with the position.</li> <li>▪ Experience with Microsoft office / Google documents, sheets etc.</li> </ul>				

**Purchasing/Parts Room Coordinator Position Description**

<p><b>PHYSICAL DEMANDS</b></p>	<p>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.</p> <ul style="list-style-type: none"> <li>▪ Frequent lifting/carrying up to 20lbs. Occasionally up to 50lbs</li> <li>▪ Frequent pushing/pulling up to 20lbs. Occasionally up to 100lbs</li> <li>▪ Frequent bending, squatting, twisting, standing, walking, sitting, typing</li> <li>▪ Occasional climbing, dexterity, reaching, driving</li> <li>▪ Specific vision abilities are required by this job to include close vision, color vision, depth perception and the ability to adjust focus.</li> </ul> <p><b>Appropriate work intensity level:</b> Medium</p>		
<p><b>WORK ENVIRONMENT</b></p>	<p>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 the individuals with disabilities to perform essential functions.</p> <ul style="list-style-type: none"> <li>▪ Noisy conditions</li> <li>▪ Dusty conditions</li> <li>▪ Hot or humid conditions</li> <li>▪ Wet conditions</li> <li>▪ Exposure to extreme/seasonal temperatures</li> <li>▪ Exposure to chemicals or solvents</li> <li>▪ Work near moving mechanical parts</li> </ul>		
<p><b>EXPERIENCE</b></p>	<p>Experience with inventory control</p>		
<p><b>EDUCATION</b></p>	<p>High School Diploma or Equivalent</p>		
<p><b>APPROVALS</b></p>			
<p><b>REVIEWED BY:</b></p>		<p><b>DATE:</b></p>	
<p><b>APPROVED BY:</b></p>		<p><b>DATE:</b></p>	
<p><b>HUMAN RESOURCES:</b></p>		<p><b>DATE:</b></p>	

*The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. Nortera reserves the right to amend and change responsibilities to meet business and organizational needs as necessary. A position description is written for each position in our company and maintained on file with HR. The purpose of these position descriptions is to define job standards and essential functions and physical requirements, as well as marginal or peripheral duties and reporting relationships for the various positions throughout our company. Employees may request a copy of their position description at the time of hire and whenever accountabilities change significantly. Position descriptions are designed to promote a better understanding of the total job for both employees and supervisors. Supervisors will refer to position descriptions during the recruitment and hiring process, as well as during performance appraisal discussion. Position descriptions are updated periodically to reflect changes in job duties and organizational structure. Employees should schedule time to meet with their supervisor if they believe their position description needs updating or if they have questions.*