

Job ID: 347RK
Job Title: Logistics / Purchasing Coordinator
Degree Requirements: High School Diploma or GED
Years of Experience: 3
Type of Position: Direct Hire
Location: Gainesville, GA Area
Salary Range: Depends on experience and expertise
Travel Required: Less than 15%

Please help the reader (s) of your résumé by telling us what your employers do / did to make money. Do not assume that the reader knows what your employers do / did.

One or Two sentences will suffice.

We are assisting our Gainesville, GA area client to recruit a **Logistic & Purchasing Coordinator** who has 3 years' experience in purchasing and logistics experience and expertise in the arena of heavy construction equipment.

The company benefits include:

- * 401-K contribution 6% company match
- * Medical, vision, dental, life, disability insurance
- * 2 week vacation, 3 personal days and 3 sick days per year
- * Paid Holidays

The **MUST HAVE** items to be considered for this position are:

- * High School Diploma or GED
- * 3 years work experience purchasing experience in domestic + international freight / logistic & parts purchasing for heavy equipment (skid steer, bulldozer, excavator, tractor, truck)
- * Extensive experience with Microsoft Word, Excel (formulas, tables, etc.) and Outlook
- * Ability to communicate professionally with internal & external clients, as well as people at all levels of the organization
- * General negotiation skills
- * Effective problem-solving and decision- making skills is required
- * Strong organization skills for efficient office control is required
- * Must have a high degree of computer proficiency
- * Must be able to build relationships with Suppliers & Customers

PLUSSES in this position are:

- * Bachelor's degree in Business, Finance, Economics, or a related field
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The **RESPONSIBILITIES** of this position include, but are not limited to:

- * Purchase of freight & products in an efficient and cost- effective manner
- * Initiates purchase orders, verifies receiving, & processes orders in the system
- * Handle national / international freight negotiations & logistics

- * Verify, prepare, & submit purchase orders to appropriate vendors in a timely fashion
- * Follow established instructions and new processes from preparation through delivery
- * Build close working relationships with suppliers & freight companies
- * Resolve any complications that arise with products or delivery
- * Work with vendors to correct issues by writing and following up with corrective actions
- * Achieves cost savings goals by delivering lowest cost alternatives for sourcing of products & freight to meet business demands
- * Work directly with internal departments on freight & product requirements (including sales, & warehouse staff)
- * Work directly with suppliers to source products
- * Inventory management
- * Keep information accessible
- * Support sales department with customer enquiries regarding spare parts

If you meet these requirements and wish to be considered for this position, send your résumé, that **includes what your employers do to make their money,** to us in a Word document without Headers / Footers, or Text Boxes at Resumes AT PinnaclePlacementGroup.com mentioning the **Job ID** and the **Job Title** in the subject line of your email.

In your email or cover letter, please provide us a short narrative detailing your experience and expertise as it applies to this position. Also, please provide us with your *MINIMUM* salary requirements.

KEY WORDS: Purchasing, Logistics, heavy equipment, domestic freight, international freight, heavy equipment parts, skid steer, bulldozer, excavator, tractor, truck, Cat, Caterpillar, Kubota, John Deere, Komatsu, Kobelco, New Holland, Case, Takeuchi, Bobcat, Volvo, Doosan, AGCO, Massey Ferguson, Fendt, Challenger, King Kutter