



Our Company

SUPERIORITY OF PRODUCT, SERVICES, PEOPLE, AND "THE PRICELESS INGREDIENT".

For over nine decades, Hugh M. Cunningham Companies (HMC), a Diversified Construction Products Sales Agency, has represented commercial, industrial, and residential manufacturers of Plumbing, AC, Waterworks, Fire, Turf, water well and irrigation products for the South- Central USA. HMC Companies are committed to providing exceptional marketing, sales, and distribution with world class customer support to all our strategic partners. HMC accomplishes this mission while enabling our associates to attain career growth, recognition, and security. HMC represents the leading global manufacturers in our industries.

Job Title: Purchasing Coordinator

Job Purpose: Assist Purchasing Manager in procurement of products and materials for the organization. Prepare, review, track, follow-up and resolve any issues on purchase orders while maintaining purchase orders files.

Essential Duties and Responsibilities include, but not limited to, the following:

- **Prepares** and sends purchase orders to vendors
- Review and **analyze** requisitions
- **Review** and reconcile delivery documents and vendor invoices against purchase orders
- Resolve **discrepancies** and product delivery problems
- Track and **follow-up** on status of purchase orders (pricing, availability, and eta's)
- **Works** with departments regarding pricing, availability and eta's on products etc.
- **Expedite** delivery of goods
- Assist with **Return Goods/Credit Memo** from vendor(s)
- Maintain **accuracy** in the vendor and ERP database, purchase records and related documents
- **Data entry**
- Other duties as assigned

Skills:

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, and volume
- Professional communication skills internally and externally with our vendor partners
- Excellent written and verbal communication skills
- SAP-Business One preferred
- Proficient in Excel and Word
- Strong organizational and planning skills - prioritizes work activities - uses time efficiently
- Able to work in group environment and independently
- Possesses high degree of initiative and ability to work independently



Competencies:

- Problem solving - Identifies and resolves problems in a timely manner
- Analyzes information skillfully - Develops alternative solutions
- Respond promptly to Customer Service/Inside Sales requests
- Remain open to others' ideas and suggestions
- Business acumen - Profitability, market knowledge, competition
- Reacts well under pressure
- Approaches others in tactful manner
- Accepts responsibilities
- Must consistently be at work and on time
- Ensures work responsibilities are covered when absent

Education/ Experience:

High School Degree, supply chain management or similar position, office/ clerical experience, inventory and or warehouse experience a plus.

We offer: 401k Plan • Health Insurance • Dental • Vision • Group Life & AD&D • Healthcare Flexible Spending Account • Dependent Care Flexible Spending Account • Paid Holiday • Vacation and Sick Pre-Employment