

1.17.19

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Purchasing &amp; Logistics Coordinator</b>	<b>IPP:</b>	GREEN
<b>Reports to:</b>	Manager Procurement	<b>FLSA Status:</b>	Exempt
<b>Department:</b>	Operations	<b>Division:</b>	Operations

**The Company:** Inside Edge is a progressive, entrepreneurially spirited employee-owned company headquartered in Eagan, MN. Named a 5 time Top 100 Workplace, the company originated in 2004, and has grown to be the national leader in commercial retail flooring services. We do business with the nation's "Top 40" retailers (i.e. Kohls, Target, Dick's Sporting Goods, Office Depot, Best Buy, etc.) and the top Senior Living chains. The company's "program" approach is unique in the market and is supported by industry leading technology, including a proprietary on-line project management system, which has enabled significant growth.

**Job Summary:** The Purchasing and Logistics Coordinator role performs the sourcing and fulfillment of products and services to support the company's nation-wide flooring installation projects. This role has a focus on efficiency and cost-effectiveness as it relates to the buying and shipping process. Additionally, the Purchasing Coordinator must have the ability to develop relationships and effectively communicate and transact with our nation-wide network of suppliers. This role is highly centered around logistics and fulfillment, including the duties of: purchase order submittal process, ensuring on-time delivery, tracking and tracing, and troubleshooting when production or shipping delays arise. Additional duties of this role include: resolving claims with suppliers, maintaining internal records such as price lists and supplier information, researching and evaluating products and services as required, identifying and researching prospective suppliers, preparing requests for proposals (RFP), negotiating prices and terms, and assisting with product specifications and recommendations. It is very important that the individual in this role has a keen sense of the importance of cost control. Most importantly, this individual must have a customer-oriented mindset, and understand how procurement and fulfillment services can have a strong impact on delivering an optimal customer experience.

### Needed Skills

- Problem-solving
- Oral and Written Communication
- Interpersonal Skills
- Computer Literacy and Keyboard Skills
- Organization
- Planning
- Reading Skills

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- Time Management
- Attention to Detail

### Attributes

- Analytical with the ability to critically think as it relates to strategic sourcing
- Customer-Centric
- Self-Motivated
- Resourceful
- Performance/Results Oriented
- Ability to work cross functionally within an organization
- Ability to work under pressure, be flexible and meet deadlines

### Qualifications

#### One of the following:

- Bachelor's Degree in any Business Discipline or Construction Management preferred
- 2-Year Degree from Technical College Program with minimum 2 years of industry experience
- High School diploma and two to five years of practical work experience.