

Job Train - Menlo Park (5924)  
To: Employment Counselor  
Date: 05/04/2024



94555  
Fremont, CA, 94555

## Purchasing Coordinator

**Benefits:** Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

**Salary range:** \$28.00 to \$38.00 hourly  
**Employment status:** Contract / Temporary to Hire

### Description

Robert Half is seeking a Purchasing Coordinator! The Purchasing Coordinator works within the Support Department and is responsible for the integrity of our purchasing & inventory system and companywide communications regarding changes to the system. The Purchasing Coordinator works closely with the Purchasing Manager, Buyers, Purchasing Compliance Coordinator & Warehouse personnel.

### POSITION RESPONSABILITIES:

- Update and confirmation of the status of the Purchasing Orders, communication with the warehouse to update the status of the PO's.
- Request samples for raw ingredients and FSQ required documents.
- Analysis of sales data.
- Monitoring QR database and BBD dated items.
- Invoices correction for our finance department.

### Requirements

#### **CANDIDATE REQUIREMENTS:**

- Knowledge of basic purchasing functions: Order placements, data analysis.
- Advanced experience with Microsoft Outlook.
- Organizational and numerical skills.
- Excellent verbal and written communication skills are required
- Strong working knowledge of ERP systems and Excel, including the ability to run pivot tables, v-lookups, and indexes, etc. is preferred
- Experience in raw materials and supplies purchasing for a manufacturing Company is recommended.

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