

Coordinator

13304959

Market Title Project Coordinator

18 month(s)

MUST HAVE : SUPPLIERS PLEASE READ: This candidate must have 1-2 years exp. working in procurement or supply chain

3-5 Must Have Skills

- Has experience with supply chain/procurement function in previous organizations
- Exposure to financial reporting & tracking. Very comfortable in Excel
- Strong Communication & organizational skills. Ability to retain high engagement

Nice to Have

- Infrastructure & Networking Experience is a plus
- Construction experience is a plus

Location

- NY – Preferred | East Cost – Secondary
- Remote primarily but need to be open to travel to site as/when needed
- 160 Varick New York, NY – Job site location
- department. This is a hybrid role in Manhattan New York

Basic Qualifications

“Procurement Coordinator” Responsibilities

- Obtaining parts/supply requirements from project team members and associated stakeholders (Construction Team for example) to understand what is needed in what timeframe
- Coordinating with suppliers to ensure that they can meet their obligations in a timely manner. Escalating where there are issues
- Tracking escalations to completion with internal and external resources. This may require frequent (weekly) meetings to ensure escalation actions stay on track
- Working with team to develop purchase orders, including sourcing materials and services from vendors. Specific emphasis in the ordering process is when service/parts are needed to maintain overall project schedule
- Managing inventory levels by placing orders with suppliers when necessary
- Coordinating / Tracking shipping of orders through third-party carriers such as UPS or FedEx
- Keeping track of purchase orders and invoices utilizing various tools (SAP, Power BI, Tableau, Service Now, Excel)
- Monitoring inventory levels (tracking quantity received vs. expected) and updating reporting on a recurring basis
- Helping to develop visuals to track inventory across the program

Preferred Qualifications

- Must be able to handle fast paced environment, extremely organized and can understand how to drive to outcomes.