



JOB DESCRIPTION

Requisition Coordinator

Summary

This position manages daily requisition operations, negotiate and track cost savings, and determine priority of order requisitions.

Essential Job Duties

- Manage daily requisition requirements within the order processing system
- Ensure requisitions for nonstock parts are valid and within budget
- Review Supplier specifications for accuracy and make substitution decisions and recommendations
- Ensure all Requisitions are entered correctly and pricing matches
- Review invoice discrepancies compared to quote/requisition and follow up on fixing issues
- Manage nonstock parts invoice/PO reconciliation process
- Provide direction to Purchasing Agents pertaining to quotes, specifications, and urgency of requisitions.
- Maintain customer service and communication with Maintenance and Operations Staff
- Analyze quote/bid proposals for best possible value
- Collaborate with the Purchasing Department
- Complete administrative tasks, duties, and reports as required in a timely manner
- Other duties as required by the business.
- Good attendance, safety, disciplinary, and overall employment records
- Adhere to all company policies and all safety, food safety, feed safety, and sanitation rules and programs

Qualifications

- High school education or equivalent
- Minimum 3 years of experience in budget management, procurement, and maintenance
- Strong analytical and problem-solving skills
- Strong mechanical background
- Excellent communication and interpersonal skills
- Formal training in Microsoft Programs preferred
- Experience with computerized maintenance management systems is desired
- Have good typing skills, type accurately at 60 to 75 words per minute
- Embrace teamwork
- Should have good organizational skills
- Should be motivated, willing, enthusiastic, and promotable
- Ability to communicate effectively and work cohesively with others
- Organized with excellent time management skills

Physical Demands and Expectations

- Able to bend and lift up to 50 pounds.
- Able to climb stairs
- Able to sit for extended periods of time

Acknowledgement

I have reviewed this job description and am able to perform all duties required.

Print Name

Signature

Date