
Purchasing Coordinator Resume

Job Objective

Seeking the position of Purchasing Coordinator where I can display my dedication and skills.

Highlights of Qualifications:

- Wide experience in label industry and purchasing functions
 - Panoptic knowledge of ERP and Oracle software programs
 - Profound knowledge of preparing purchasing and pricing reports
 - Solid understanding of verification of purchase orders
 - Sound ability to understand freight negotiations
 - Extreme ability to resolve product and delivery issues
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Professional Experience:

Purchasing Coordinator
Michael Angelo's, Inc., Dallas, TX
August 2012 – Present

Responsibilities:

- Executed purchase orders for preparation and delivery stages.
- Formulated product requirements and executed customer service mechanisms.
- Assisted in transfer of materials for warehousing functions.
- Documented and maintained client inquiries and purchase orders.
- Reviewed client orders to maintain internal document systems.
- Maintained sales information in coordination with sales department.

Purchasing Coordinator
Sky Chefs Inc., Dallas, TX
May 2009 – July 2012

Responsibilities:

- Documented and maintained customer inquiries and order revisions.
 - Formulated specifications for tooling and scheduling departments.
 - Maintained equipment logs and supported specialty item orders.
 - Analyzed and resolved issues relating to purchase orders.
 - Updated label specification sheet and managed base house costs.
 - Conducted research about vendor disputes such as contract issues.
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Education:

Bachelor's Degree in Materials Management
North Carolina State University, Raleigh, NC

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