

Our mission is to exceed our customers' expectations as their most reliable, innovative, and trusted lab resource. We achieve this by partnering with customers to solve their most pressing day-to-day challenges and always holding ourselves to a higher standard of product quality, exceptional service, and unmatched support.

Summary/Objective

The Purchasing Coordinator is responsible for working directly with the Supply Chain Team to support the tasks throughout the purchasing process. The candidate is required to work closely with Supply Chain, Logistics, Customer Service, Quality, Sales, and Marketing to support in maintaining supply and inventory levels of consumables and equipment. Must monitor purchases from PO placement through delivery.

Essential Functions

- Manage daily purchasing communications with vendors, typically email exchanges with phone calls as needed.
- Required to maintain supply and inventory levels of consumable products and equipment.
- Escalate price increases and vendor issues to Procurement Manager as needed.
- New item setup and item updates/corrections in ERP system as needed.
- Maintain system with accurate arrival dates of items.
- Work with suppliers to obtain pricing discounts, pricing breakdowns, minimum order quantities, and lead times.
- Process PO Requisitions and PO's from Sales Orders.
- Work with accounting on pricing discrepancies from vendors and request invoices when necessary.
- Place PO's as needed generated from requests or reports.
- Conduct Weekly Purchasing Restock Reports – review products at, or below, reorder minimum and enter suggested reorders.
- Review open PO's, follow up and close out as needed.
- Track inbound overseas shipments and manage document workflow from vendors to shipping broker all the way through to delivery.
- Work closely with Quality team and request credits or replacement product from vendors.

- Replenish kit assemblies weekly.
- Maintain data in planning tool for long-lead time vendors.
- Run and analyze backorder reports.
- Update systems with new or replacement product information, vendors, and pricing.
- Communicate extended lead-times for items to customer service, sales, and supply chain team.

Competencies

- Positive work ethic and the ability to work both independently and as part of a team.
- Proficient with Microsoft Office suite (Office, Excel, Word, and Outlook).
- Detail oriented with strong organizational and time management skills.
- Ability to work in a fast-paced environment and adapt to changing priorities.
- Ability to work well as part of a team with good communication skills.
- Organizational skills and high attention to detail.
- Able to effectively communicate and work with many different teams and departments.
- Capable of navigating an ERP system
- Ability to build relationships both internally and externally and manage those relationships.
- Ability to effectively manage partnerships.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Avantik is an integrated medical products and services company delivering superior quality instruments, reagents, consumables, and service to the anatomic pathology market consisting of hospital, reference, and physician office laboratories in the US. The company is headquartered in Montville Township, NJ.

Avantik's experienced team and consultative partner approach integrates consumables, service, equipment, and education so that labs focus on what matters most - having everything under control in their laboratory to deliver fast and accurate diagnoses. Avantik offers a full line of consumables and reagents for the histology lab sourced and private label Avantik branded and by distribution of other brands. Avantik has serviced all brands of OEM histology lab equipment for over 40 years and offers best-in-class responsiveness and an industry leading 97% first time fix-rate.

Avantik offers a team orientated, customer service focused environment with competitive compensation, bonus programs, medical (company covers 80% of the cost), dental and vision insurance, 401K (with a match) and more.

Learn more at www.avantik-us.com

Avantik is an Equal Opportunity Employer.