



## **Job Posting – Purchasing Coordinator**

KH Industries is seeking to fill the position of a Purchasing Coordinator. The company manufactures and sells industrial lighting and temporary power products, including custom lighting solutions for utilities, airlines, and other industrial applications.

The Purchasing Coordinator will be responsible for arranging for the purchase of raw materials, supplies and services to meet the company's needs. Maintain inventory levels of supplies and products.

### **Essential Duties and Responsibilities:**

- Coordinate the buying of goods and services using the company's ERP system.
- Create and send purchase orders in a timely manner.
- Track the progress of all shipments and address any problems.
- Evaluate suppliers based on price, quality, service and reliability.
- Maintain accurate records of all activities.

### **Candidates should demonstrate the following skills and experience:**

- Strong knowledge of computer programs (MS Word, Excel, Outlook)
- Ability to communicate effectively with people at all levels of the organization and external contacts.
- Strong attention to detail.
- Highly organized with the ability to work independently.
- Ability to understand and interpret technical specifications.
- Bachelor's degree preferred.
- 1-3 years of purchasing experience. Manufacturing background is preferred.

KH Industries offers an excellent benefits package, including Health Insurance, 401K retirement plan, paid time off and holiday pay.

If you possess the necessary skills and would like to join a growing, dynamic organization, please apply online with us.

**KH is an equal opportunity employer. To apply for this job, email your details and resume to [careers@khindustries.com](mailto:careers@khindustries.com)**