

JOIN OUR TEAM!
**Purchasing
Coordinator**
Columbus, OH



Position Overview:

The purchasing coordinator will be responsible for researching goods and services, managing purchase order creation, and maintaining reporting.

Responsibilities:

- Generate daily reporting.
- Field & evaluate purchase requests.
- Manage creation and transmission of purchase orders.
- Maintain purchasing records.
- Track purchase order receipt and ensure proper inventory posting.
- Reconcile purchase orders and ensure timely delivery.
- Interact with vendors/suppliers to obtain pricing and product specifications.
- Research potential vendors.
- Conduct market research to identify pricing trends.
- Create part numbers for new items, including costing, FMV and resale value.
- Set up new vendors/suppliers in ordering system and keep data up to date.
- Evaluate vendor/supplier performance by assessing products and services provided, internal feedback.
- Collaborate with analytical team to aid in updating parts values on the tech calculator.
- Validate cross compatibility of parts.
- Assist with special projects.
- Other duties as assigned.

Sage's mission:
To make the world
more sustainable by
extending the life of
electronics.

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Purchasing Coordinator

Columbus, OH



Required Qualifications:

- At least 2 years of experience in a purchasing position
- Understanding of supply chain procedures
- Ability to work with minimal supervision
- Strong organizational skills
- Ability to work cross functionally with other Sage teams
- Intermediate to Advanced skill level in Microsoft Excel

Join our mission-driven sustainability company!

Apply now at www.sage.se.com/careers



Who will love it here?

- People who are creative, committed, accountable
- People who are adaptable, who are comfortable with change
- Open people
- Positive people

We don't think you can be happy in life - or be a great employee - if you don't love your job.