



NeoCoil, LLC is the leader in MRI coils and MRI accessories designed for better patient comfort and experience in the MRI environment. Our focus, through innovation and precision, is to engineer and manufacture the highest quality coils and accessories for the medical industry. Due to our growth and continued success, we are seeking a **Purchasing Coordinator** to join our growing team.

We offer competitive benefits and flexible work schedule.

- 3 weeks personal paid leave (starts on day one, access to full year pro-rated)
- 8 paid holidays (starts on day one), we are closed on all 8 holidays
- 2 floating holidays (prorated starts on day one)
- Health, dental vision benefits start first of the month after hire
- Company paid short-term disability, long-term disability, and life insurance benefits
- 2 paid 15 min breaks, 30 min unpaid lunch (optional)
- Breaks and lunch can be taken anytime within reason
- Allow work time to be made up in the same work week.

Position Summary: The Purchasing Coordinator will support the purchasing efforts of the company by placing orders, managing supplier information in our ERP management system, performing data entry, filing and administrative projects as assigned.

Position Responsibilities:

- Plan and schedule materials utilizing the MRP module
- Prepare, manage, and issue purchase orders and oversee shipping schedules.
- Research and evaluate suppliers based on price, quality, selection, service, support, availability, reliability, production and distribution capabilities and the supplier's reputation and history.
- Monitor shipments to ensure that goods come in on time and resolve problems related to undelivered goods.
- Conduct supplier surveys.
- Work closely with Receiving to ensure accuracy of shipments and transactions within the ERP system.
- Maintain up to date ISO certifications for suppliers
- Coordinate efforts relating to data collection and compliance requirements for RoHS and REACH
- Serve as a back-up to Receiving, Shipping, Stockroom, and Customer service departments
- Other duties as assigned

Essential skills and experience:

- High school diploma required.
- Knowledge of inventory control procedures.
- Thorough knowledge of ERP management systems, preferred.
- Computer proficiency with MS Office; Word, Excel, Outlook, etc.
- Perform work with a constant awareness of improving processes .
- Possess a professional demeanor and excellent written and verbal communication skills .
- Strong technical aptitude and the ability to read and comprehend technical documentation and execute procedures.

Physical demands and work environment: The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *Physical demands:* While performing duties of the job, employee is regularly required to: sit, stand, walk, and use hands and fingers to manipulate; type using a computer keyboard, handle items, reach with hands and arms, balance, stoop, bend, talk and hear. Employee must have the ability to lift and/or move up to 40 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- *Work Environment:* The noise level in the work environment is usually minimal.

If you are interested in joining a growing organization with a vision for the future, please send us your resume. Please visit www.neocoil.com for more information. Interested applicants should submit a resume and salary requirements to liz.cieminski@neocoil.com

NeoCoil LLC is committed to a policy of equal employment opportunity. The Company conducts all employment practices without regard to race, sex, color, religion, national origin, age, disability, protected veteran's status, sexual orientation or any other basis prohibited by law. NeoCoil participates in E-Verify.