

## **ANNE GRADY CORPORATION**

**JOB CLASSIFICATION:** Purchasing Coordinator

**DEPARTMENT:** Administration

**TITLE OF POSITION:** Purchasing Coordinator

**IMMEDIATE SUPERVISOR:** Finance Director

**NORMAL WORKING**

**HOURS AND SCHEDULE:** Part Time Flexible

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### **JOB DESCRIPTION AND WORKER CHARACTERISTICS**

**KNOWLEDGE, SKILLS, AND ABILITIES:** 1) High school graduate or equivalent required or a bachelor's degree preferred; 2) Specialized training and certification as required; 2) Experience with purchasing and inventory management required; 3) Ability to understand and carry out plans; 4) Knowledge of Microsoft office products; 5) Ability to make independent decisions while adhering to processes and policies in place; 6) Ability to prioritize tasks and work under deadlines; 7) Ability to push, pull, bend, sit, and stand for extended periods to time 8) Ability to lift 50 pounds and sit for extended periods of time.

### **POSITION RESPONSIBILITIES**

1. Responsible to order, distribute, and maintain supplies and equipment for continuous and timely resident care related services.
2. Orders and maintains inventory of supplies and fills requests according to need. Places central supply and vendor orders on a weekly basis, to maintain adequate inventory as demonstrated by requisition order, insures timely shipping of orders. Rotates stocked items as new items come in.
3. Unpacks and checks supplies upon receipt from vendors or other suppliers, and reports discrepancies in orders to Supervisor; packs supplies which need to be returned or sent to other locations.
4. Maintains order of supply areas in each home and in the Central Supply storage areas. Develops par levels for each home and manages those levels.
5. Orders, maintains, and assembles equipment and puts it in proper position. Keeps track of rented equipment and ensures it is returned in good, clean order and that vendor confirms receipt of return.
6. Coordinates with vendors to obtain product service information, pricing, availability, and delivery schedules. Obtains competitive price quotes when necessary. Monitors the quality of products purchased and notifies suppliers if there are quality and/or service, warranty or replacement issues.
7. Assists in notifying Impact Medical (Part B supplier) of new client admissions or client discharges to ensure supplies are being properly ordered.

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- 8. Process and ensure completeness of all purchase requests, verifies orders are received and meet the specified quantity, quality and quoted price.
- 9. Ensures that individuals are free from abuse and neglect to the extent possible and reports to a supervisor immediately knowledge of any situation that may infringe or may have infringed on an individual's right to be free from abuse and neglect.
- 10. Exemplifies Corporation philosophy and follows all policies and procedures.
- 11. Performs other responsibilities, activities, and duties as assigned.

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Signature of Employee                      Date

Form \_\_\_\_\_  
Revised: 5/24/24

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Signature of Department Director